



# COOLOOLA CHRISTIAN COLLEGE LIMITED

*Growing God's Kingdom through Excellence in Education*

## **What is the purpose of the Cooloola Christian College Parent & Friends Association?**

The CCC P&F Association exists to promote the interests of the College:

- by endeavouring to bring about closer co-operation between the parents of the students attending the college, other citizens, the teachers at the college and the students;
- to encourage the parents of Cooloola Christian College to take an active interest in the college through the Association and to encourage Christian leadership within the Parents & Friends Association;
- to foster community, competence and character within the college;
- to provide a supportive role in the college to complement and assist the Board, Principal and staff, as may be requested by the Board or Principal;
- to provide a forum to develop and discuss parent initiatives, and provide an opportunity for presentation to the Principal;
- to provide or assist in the provision of financial or other resources or services for the benefit of the students of the college.

*"Encourage one another and build each other up, just as in fact you are doing." 1 Thessalonians 5:11*

## **What is a Class Parent Representative?**

The Class Parent Representative is an outworking of the Faith in Action initiative and supports the purpose of the P&F Association. The class parents play an essential liaison role between teachers, parents, the college and the P&F. This is a fun and interactive role. It is a great way to get to know your child's class, your teacher and wider Cooloola Christian College community. As a Class Parent Representative you are a valued member of our college community and your time and commitment are very much appreciated.

## **What does being a Class Parent Representative involve?**

- Collecting, in collaboration with your class teacher, parents' contact details so that you can communicate key information and events with them.
- Welcoming new families and 'checking in' with them throughout their first term.
- Facilitating social events (ie; morning teas, park dates) for your class and helping families get to know each other. Ensure social get-togethers are inclusive of all.
- Act as a resource by answering questions for parents new to the college or class.

*Proverbs 2:6 "For the Lord gives wisdom, from His mouth comes knowledge and understanding."*



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- Working with the Faith in Action team by offering support to families in need, ie; organising a card, meal or baking.
- All parents are welcome to and encouraged to attend P&F Meetings, however, as a Class Parent Rep, there is no commitment to do so.

## **How do I become a Class Parent Representative?**

You can nominate to become a Class Parent Rep by providing your name, contact e-mail and child's class to [pandf@ccc.qld.edu.au](mailto:pandf@ccc.qld.edu.au) or to your class teacher or to the existing Class Parent.

We hope to have a Class Parent Rep in each class by the end of Week 2 of the new school year.

## **Can I share the Class Parent Rep role?**

Yes, you sure can. This can be done in a variety of ways:

- The role is swapped on a per term basis;
- Have one person as the social co-ordinator and another who forwards the email communications.

There is no right or wrong way – just have a chat with your Class Parent Rep partner(s) and see what works for your circumstances.

## **How should I communicate with my teacher on class issues?**

This will depend on your teacher and your personal situation. If you are not often on campus, then e-mail communication will be more than adequate. If you are at the college during the week, then you can simply have a chat with your teacher before or after school hours.

## **How should I communicate with other parents in my class?**

Your role as a Class Parent Representative is to foster a sense of community and encourage other parents. It is important that the college's values of Character, Community and Competence are upheld at all times. CCC is a Christian school with Christian values and it is vital that all communication reflects those values.

All emails should include your teacher in the CC field and all parent email addresses in the BCC field.

Please note communications from Class Rep should be:

- addressed to all guardians who have provided their details to you;
- related to school and class parent activities only;
- CC'ed to the class teacher(s);
- BCC'ed to parents to ensure their privacy is maintained.



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SMS notifications are another method for communicating with your class if you just want to send reminders. This is a personal choice and costs will not be reimbursed.

## **Who should I contact if I need an answer to something?**

- Parent Lounge is a one-stop-shop for all student and parent related information.
- The Community Hub on the school's website ([www.ccc.qld.edu.au](http://www.ccc.qld.edu.au)) is a valuable source of information.
- CCC's facebook page also has a lot of relevant information regarding upcoming events.
- The college also provides information via weekly newsletters which are e-mailed electronically. These newsletters include both college and P&F information.

If you cannot find what you are looking for, please feel free to contact the P&F Executive [pandf@ccc.qld.edu.au](mailto:pandf@ccc.qld.edu.au) or CCC Admin [admin@ccc.qld.edu.au](mailto:admin@ccc.qld.edu.au).

## **What is the CCC P&F Facebook page?**

A closed Facebook group is used to allow members to pose questions and have conversations with other Class Parent Reps – without waiting for a meeting. This group is by invitation only and is controlled by the P&F Executive.

*You do not have to be a member of Facebook or the Facebook group to undertake the Class Parent Rep role. All communication that is relevant for parents will be e-mailed. This is simply an online group for Class Parent Reps to converse regarding the Class Parent Representative program.*

## **Do I have to arrange social events?**

No, you do not have to, but social events are encouraged. They help create a sense of belonging, a sense of community and allow parents to network with other parents/guardians.

A great way to get to know each other and the children your child is friendly with is to have an informal social gathering. You might have a picnic/play-date in a local park, catch-up at a local coffee shop, go out to dinner, celebrate with a Mother's Day event. There are many possibilities!!

## **Do I have to 'supply' volunteers?**

No. You may be asked to request volunteers for certain events and activities however you do not have to coerce or hound anyone to help. Your role as a Class Parent Rep is simply to distribute information requesting help at events and activities but you will not be expected to recruit, train or co-ordinate volunteers.



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## **Do I have to volunteer for other things?**

You are very welcome to take on other volunteer roles in our school community however becoming a Class Parent Rep does not mean that you are automatically signed up to anything else.

## **What do I do with confidential information?**

As a Class Parent Representative for your class, other parents may discuss with you particular concerns/problems they have. If you feel there is a need to discuss anything further, please ensure it is with the appropriate person. Your first point of call is your class teacher. Depending on the situation you may also need to talk with your Year Level Pastoral Care Co-ordinator or your Year Level Curriculum Leader.

*Note: If it is of a confidential nature be sure to maintain that confidentiality at all times.*

## **What do I do if conflicts arise?**

If you find yourself faced with something you're not sure how to deal with contact the class teacher.

## **What do I do if a class family wants to promote their business or fundraising/charity events via me?**

The Class Parent Rep role does not allow you to send out promotional materials. This is because the college cannot be seen to be endorsing one business, charity or event over another.

## **What do I do first?**

Once you have been confirmed as a Class Parent Representative there are a few suggestions on what you could do to get started:

- Follow up your class teacher for the class list of those families who were happy for you to have their contact details. You may need your teacher to forward an introductory email on your behalf;
- Contact the parents on your class list to introduce yourself;
- Check in with new families (you may need to ask your Class Teacher which families are new);
- Consider organising a class social activity (e.g. a play at the park after school).

*Note: It is important that class teachers see all notes being sent home.*

Please enjoy your Class Parent Representative role and know that your contribution is valued. If you have any questions regarding your role, please contact the P&F Executive – [pandf@ccc.qld.edu.au](mailto:pandf@ccc.qld.edu.au)