



## Parent Class Representative Role at Oryx International School

**Parent Class Representatives** serve a role in maintaining good communication between **parents**, while also being a valuable resource to the teacher and the **class**. The **class reps** also facilitate the social interaction among families in the school community, including induction of new families, and provide support to the school Leadership Team.

Parent Class Representatives engage parents and build social networks within the school. Through functioning at class level, they facilitate engagement of all parents in the school. This is an important role in every year group throughout both Primary and Secondary and is particularly useful for new parents to the school.

Examples of this are:

- facilitating and/or providing details of any opportunities to meet socially
- seeking parent involvement within the class as requested by class teachers or when volunteers are required for whole school events

There are key school events that rely on the parent community for input, donations of time and resources and provide occasions for families to meet, mix and have fun. The class rep will keep you informed of such events and will coordinate any responses to specific requests made by class teachers. These may include:

- charity days - fund raising events for charity
- concerts, performances and exhibitions
- support at PTSA events
- Sports week
- class celebration assemblies

Class reps will introduce themselves to parents, request parent contact details and compile a class contacts list. Class reps only will be requested to provide their contact details to the PRE to facilitate specific requests for assistance from the PTSA. A PTSA committee member will oversee each year group and assist the Class Reps as required. Our PTSA Chairperson will manage any issues arising and forward to the SLT Representative, Mrs. Jane Rimmer, for support as required.

The class rep will create an official class *Whatsapp* group containing only the names of parents in the class who wish to take part. **Please do not include the class teacher** as the Class Rep will feed back directly to the class teacher.

**NB** Other non-official *Whatsapp* groups will not be recognised by the school.

Any parent information gathered through this process will be considered confidential and only circulated to those people directly involved with this programme.

**NB** Any parent(s) not wishing to disclose their contact details to the class rep will be kept informed of events and activities through the normal school channels such as the newsletter, class dojo, etc...

The Class reps will meet regularly as a group with the PTSA Committee to keep a flow of communication open between the classes and the whole school PTSA. The SLT Representative will act as the co-ordinator between the class reps and the PTSA and arrange joint meetings when required.



### Terms of Reference for Parent Class Representative

1. Parents will nominate themselves as PCR for one class only, by completing the application form and returning it via email to [PTSA@oryxschool.qa](mailto:PTSA@oryxschool.qa)
2. The SLT Representative, Mrs. Sarah Dewey will ask for votes from the class parents and teacher to elect the PCR if more than one parent applies.
3. Once elected, the PCR will arrange for an official Whatsapp group to be established for the class by adding **parents who wish to be included**. The class teacher will not be included in this group.
4. The PCR will serve for one academic year
5. The PCR cannot organise meetings of parents in school and should communicate verbally or through the official Whatsapp connections
6. The PCR should represent the suggestions of the class majority and not his/her own individual agenda nor that of any minority
7. The main purpose is to facilitate a good flow of communication from the school and the PTSA and to help organise and facilitate school events on behalf of the class
8. The remit **does NOT** include any direct representation to the class teacher for any changes or explanations of school procedures or class organisation, any academic, educational, organizational or strategic procedures, planning or organisation of the school, rules and regulations of the class or the school, alternative communication systems or any views or action which could bring the school into disrepute.

If the PCR, or a section of the class parents, is believed to have acted against the remit and conditions of these ToR, the Executive Principal reserves the sole right to remove the PCR and/or disband that class group.

Derek Laidlaw  
Executive Principal  
September 2022

**SLT Liaison Sarah Dewey :** [PTSA@oryxschool.qa](mailto:PTSA@oryxschool.qa)

#### Nomenclature

PCR Parent Class Representative  
SLT Senior Leadership Team: Mrs Sarah Dewey  
PTSA Parent Teacher & Student Association  
ToR Terms of Reference