



# Our Lady Star of the Sea, Terrigal

## Primary Catholic School Terrigal

### Grade Coordinators Role

#### Grade Coordinators

At the last 2012 P & F meeting it was decided that, in addition to class parents, each year will also have a grade co-ordinator. In summary, the grade coordinators:

- Are part of the P & F committee and are asked to attend the P & F meetings when possible.
- Support the class parents in their role and assist in organising social events for the grade. The grade coordinator will also be a class parent for their child's class.

#### Responsibilities:

The primary responsibilities of the grade co-ordinator are to:

- Provide a welcoming environment and be contact person for parents within our school community.
- Hold a meeting with all the grade class parents to clarify the role of class parent and plan activities for the term/year. Suggestions are for:
  - a. one parents night out
  - b. one or two kids play dates
  - c. And then strongly encourage families to participate in the various social functions held throughout the school year.
- Ensure that a class mailing list is established as early as possible for their grade.
- Communicate with parents about upcoming events/activities.
- Support our teachers when required.
- Support the P & F, including events planned for our whole school community.
- Bring any concerns to the vice principal

The grade coordinators will also meet before each P & F meeting to discuss any issues and plans for the term/year.

#### Structure:

The grade coordinator will send all emails that are for the attention of the whole grade. Class parents will send any emails/notifications regarding any items relating to just that class ie) organising pencil sharpening roster for your class etc.

Emails will be sent as a **blind copy (bcc)** to the class/grade as a blind copy even though the contact list will be distributed to the grade once finalised.

The vice-principal will go through the role of the grade coordinator with the teachers and also explain that any emails/correspondence sent to the whole grade from the grade coordinator will be forwarded to the teachers school email address as a separate email. Hopefully this will assist in alleviating any concerns that their email address will be visible to everyone.

**Emails/Correspondence:**

Please note the following regarding correspondence:

- The grade coordinator must be copied in on all emails/notes to parents sent by the class parents.
- The Principal or Vice Principal is to be blind copied (bcc) on all correspondence sent by the grade coordinator and class parent.
- A copy of all correspondence sent to the whole grade must be given to the grade teachers either via a separate email to their school email address or hard copy depending on the teachers preference.

**Class parents:**

- There will be 1 class parent per year. As grade coordinators, if there are no additional volunteers, we will be class parent for our child's class. If there is a volunteer for class parent in the grade coordinators class then the volunteer is still able to be a class parent.
- Volunteers for class parents will be asked for at the end of the year in order to start creating a list. Once class allocations are known, class parents can be allocated accordingly.
- The vice principal will go through the list of class parent volunteers with the teachers and advise if there are any changes they would like to make.
- If there is more than 1 class parent volunteer for any class, then the teachers are to decide who the class parent is and advise the grade coordinator.