



## Class Carer Guidelines 2022

The Class Carer role supports the development of the CSSK community through inviting participation, coordinating others, delegating tasks and assisting Class Teachers in their communication and networking with Families.

Castlemaine Steiner School & Kindergarten is a Child Safe school and is guided by the Australian Government's National Safe Schools Framework and the Working with Children Act. To ensure that all employees, contractors, volunteers, parents and Class Carers are compliant with the guidelines as determined by these regulations, the School requires parents undertaking volunteer roles have a current Working with Children Check (WWC).

These checks are free for volunteers and can be obtained at; <https://www.workingwithchildren.vic.gov.au/>  
Please provide your WWC details to Reception at your earliest convenience.

### The Role

The following is a list of tasks that we envisage you will encounter in this role with a bit of background on each:

- **Communication with your class teacher**

Arrange a form of communication between you and the Class Teacher that suits you both best. (For example: email/notes/phone calls/after school catch ups)

- **Contact List**

The CSSK Office provides an up to date Class Contacts List each year to the Class Carer. It is extremely important that the Class Carer use this new list each year as it provides the current contact details for those with parental responsibilities for each student. Please note this is confidential information and Class Carers must have permission (opt in) from individuals before preparing a shareable class contact list. The CSSK Office can support you through this process.

- **Communication with your class**

Arrange a suitable form of communication for your class. This will be email or SMS (please see attached guidelines). The CSSK Office can send SMS or email messages to your class as a group by forwarding them to [enquiries@cssk.vic.edu.au](mailto:enquiries@cssk.vic.edu.au). Short messages will be sent by SMS and longer ones via email.

If you are sending group emails to class parents, the "BCC" field must be used to ensure privacy of parents' email addresses. The CSSK office can help if you need this demonstrated or explained further.

The School does not expect electronic communication from the Class Carer across the Parent group to be interactive and ongoing (e.g. group messaging apps or reply-all email discussions). This is to protect the limited nature of the Class Carer role).

Please familiarize yourself with the School's Communications Policy which can be found on the CSSK website. This Policy emphasizes the importance of respectful communication, with the child's needs always at the centre, between Teachers and Parent/Carers at all levels of the process, and also outlines the processes for Parents/Carers to communicate any concerns.

- **Reminders**

Each Class is different; however, you may find it useful to send reminders to your class parents about dates of meetings, returning forms, and bringing costumes or food items for special events, reminders about contributions to joint gifts etc.

- **Class Meetings**

Assist the Class Teacher with setting up the room, organizing supper as needed, sending reminders to parents and minute taking if applicable.

- **Class Social Events**

Liaise between Teachers and Parents for class get-togethers e.g. dinners for parents/teachers, picnics for families. This is more for families to get to know one another better.

- **Class Support**

The Class Carer has a role in keeping in contact with parents that are in need and organising assistance for families when they are unwell or in another type of crisis. Assisting to orientate and welcome new families is also part of this. A popular offering of support is meal prep (using a free app like [www.mealtrain.com](http://www.mealtrain.com) ) or transport support roster (using a free app like [www.signup.zone](http://www.signup.zone).)

- **Beginning and End of School Year**

If requested, arrange a group of Parents to assist Teachers in preparing the room at the start of the year and cleaning up at the end of the year, prior to classes moving on to the next room.

- **Festivals, Celebrations**

Generate ideas for community building, celebration and fundraising and communicate with Class Teacher. Encourage parental support for fundraising activities within the School.

- **Working Bees/Practical Work**

Support the Sites & Grounds Manager and the Class Teachers in encouraging Parent attendance at CSSK working bees. Assist with coordination of work to be done on the designated day.

- **Camps**

Class camps are an exciting and important time for the class. Being away from home, food can be one of the most important things. The students cook their own main meals (with the support of Staff) and there are always plenty of snacks. We provide a variety of fresh fruits and for our morning and afternoon teas. To supplement this, we may ask that the Class Carer organise Parents and older students to provide biscuits or slices (a little bit of love from home!) The quantity will be in a Parent Note issued prior to the camp. We ask for biscuits and slices that are mindful of dietary needs of the class, which keep well without refrigeration (hence not cakes, with the exception of fruitcake).

Another role for the Class Carer in relation to camps is communicating to the Parent group outside of the CSSK office hours. In the scenario that a camp returns later than advised, and the CSSK Office is closed, the Class Carer may be requested to message the parent group with the new arrival time. If you have any queries, don't hesitate to contact Lisa Hall, Camps Coordinator [LisaH@cask.vic.edu.au](mailto:LisaH@cask.vic.edu.au) 0488 102 191

Remember that the Class Carer role is to:

- be a point of communication between the Class Teacher and the Class Community
- support the building of the Class Community and goodwill.

Communications that contravene or conflict with these descriptors are not appropriate. Parents and members of the wider school community who appeal to Class Carers to communicate personal or general information should be redirected to the Class Teacher or the Principal as appropriate.

The Class Carer is not an advocate for the parents in their class; if individual parents have any concerns regarding school practices then they can be raised using the processes outlined in the Communications Policy.

*Thank you sincerely for fulfilling this essential volunteer role in the school community. We hope that you enjoy working with the other Parents in your Class to support your Teacher. Your generous contribution is a vital part of nurturing a positive, healthy and harmonious community energy within our School, which benefits us all, and especially our children.*

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**Ideas for supporting the building of Class Community and goodwill...**