



## Class Carer Guidelines 2025

The Class Carer role is to invite participation in good spirit, coordinate others, and assist in the development of a sense of CSSK community. This vital role assists communication, networks, delegates and/or coordinates. It is not a request for you to do everything!

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 to 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/>

### The Role

There are some important guidelines and policies that Class Carer's must be aware of and work within when volunteering in this 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 with 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 with respect to 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. Messages are sent to [enquiries@cssk.vic.edu.au](mailto:enquiries@cssk.vic.edu.au). Short messages will be sent by SMS and longer ones via email.

When 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.

It is not appropriate for electronic class communication from the Class Carer across the Parent group to be interactive and ongoing (eg group messaging apps or reply-all email discussions). This is to protect the limited nature of the Class Carer role and overall class culture.

- **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, sending reminders to parents and minute taking if applicable.

- **Festivals & Excursions**

Communicate with your teacher and P&F group about festivals and excursions and arrange parents to assist where help is needed.

- **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 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.

- **Fairs / Fundraising**

Generate ideas for community building, celebration and fundraising. Encourage parental support for fundraising in the school and activities supporting the annual Autumn Fair event.

- **Working Bees**

Support the Sites & Grounds Coordinator and the Class Teacher in encouraging parent attendance at CSSK working bees. Assist with coordination of work to be done on the designated working bee 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 the Class 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 all 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. For more information contact the office who will get you in contact with our Outdoor Education teacher.

## **Communication**

Remember that the Class Carer role is:

- To be a point of communication between the Class Teacher and the parent community
- To facilitate the building of 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 his/her 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 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, especially our dear children.*