



**THE ROLE OF THE CLASS COORDINATOR
PRIMARY CAMPUS 2019**

The **role of the Class Coordinator** includes:

- Liaising between class teachers and parents
- Opening up lines of communication with families, particularly those new to the College, through more direct and personal contact
- Assisting in the communication to parents in relation to social functions, fundraising events and other general support activities

More specifically this means, Class Coordinators are encouraged to:

- Connect with each family in the class
- Meet new families and facilitate integration with returning families
- Organise occasional class social functions (coffee mornings, family picnics, parents' nights out) to improve familiarity and connection amongst the class and year level
- Communicate, and where necessary, coordinate with parents about other fundraising activities, College functions, costume-making and other activities
- Remind parents of the sign-in requirement via the office for any parents volunteering at the College

Class Coordinators should be responsible for communication with parents concerning:

- Parent social events
- PAFA communication
- Reminders of College events (but not the initial notification to parents about the event/s)

The College should remain responsible for communication with parents concerning:

- Curriculum matters, including NAPLAN etc.
- Assessment matters
- Matters concerning the classroom, generally
- Classroom volunteer rosters
- Cocurricular matters
- Notifications of class-linked events such as camps and excursions