

# Guidelines for Grade and Class Representatives

## Introduction

The School has implemented a class representative structure under the auspices of the Wynberg Girls' Junior Parent Networking Group, as part of a programme to create parent only networking opportunities.

The aim of this parent led class representative structure is to harness the energy of parents to provide positive support to the school through stronger communication networks among parents and in this way provide a strong network to support our children. Importantly it should be noted that this is not a governance structure of the School but rather a deepening of the support network and communication among parents.

## What we want to achieve

Our main objective is to create a support network where parents can share insights and knowledge as to the activities of their children and to form friendships perhaps with the parents of their children's friends or other parents within the school context; all has the aim of providing a supportive environment for our children as developing young adults.

With this in mind, there are two objectives that we want to achieve:

1. To set up a class-wide communication network among parents using social media as a tool.
2. To facilitate social functions to create opportunities for parents to meet on a face-to-face basis.

## This is what we need you to do

**Class representatives** are to set up a class-wide communication function using WhatsApp groups. This should be done in such a way that:

1. The group is closed to the parents of that group only and not viewable to people that are not members of the group.
2. Parents should be invited to 'opt in' as opposed to assuming that every parent wants to join and then allowing them to 'opt out'. Some parents will elect not to participate, and we need to respect that wish.
3. The class representative of the class should be the moderator.
4. The class representative would moderate the group (see the guidelines below on protocols) but the group would largely be a forum for parents to communicate among themselves, with parents asking and answering questions among themselves.
5. The class representative would use the group to communicate certain messages to the class.

Examples of these could include:

- a. "Don't forget that there is a PTA meeting this evening..."
  - b. "Look forward to seeing you at the grade braai this evening..."
  - c. "There is a parent talk next week on ..."
6. Being a point person in the class for redirection "where do I go if I need help on..."

## Communication guidelines and important protocols

While this may be a parent-led initiative, it still operates with the sanction of Wynberg Girls' Junior School. Everything we do must be in the interests of the parents, teachers and pupils of Wynberg Girls' Junior. Thus, there are important guidelines that that should be followed. While we have tried to think of most situations,

we cannot possibly anticipate every nuance or instance; thus, we are asking class representatives to take a common sense and practical approach. Most importantly, when in doubt about what to do, ask.

Contact details for the parents in a class are considered confidential information and should not be used for any purpose other than the parent networking group communications (e.g. no solicitation of business, sold or given to another party or even passed onto another parent). If this is abused in any way – even inadvertently, the communication methods we are trying to establish may be withdrawn by the school all together.

While we trust that this will be the exception rather than the rule, class representatives will need to carefully moderate group conversations on whatever social media tools in use. This means that any offensive, racist, discriminatory, derogatory, defamatory, demeaning language needs to be deleted and communication with the parent who does so is taken offline to ask them to desist or risk being removed from the group.

We trust that these guidelines will be of assistance.