CLASS CARER POLICY

Help for non-English speakers
If you need help to understand the information in this policy please contact briar.hill.ps@education.vic.gov.au

PURPOSE

1. AIMS

The Class Carer Policy is designed to provide guidelines for those taking on the Class Carer role. This Policy aims to support the class teacher and the class carer by outlining the tasks involved in the class carer position and providing clear guidelines on the appropriate use of the class contact list

POLICY

The Class Carer role is designed to support the teacher in the classroom and to foster and support the class community. Those wishing to take on a class carer role are required to write an "expression of interest" email to their class teacher at the start of the year. The class teacher will then appoint the class carer.

It is advantageous for the class carer to have regular meetings with the class teacher to facilitate the support needed by the teacher.

A Class Carer meeting will be set up at the beginning of the year by the principal to address and outline expectations and responsibilities of the role.

The class carer(s) does not have to do all of the tasks below, but rather be responsible for overseeing, delegating and sharing the jobs within the class group. Their role is to make sure the tasks are completed and ideally coordinate sharing the load amongst the class community.

Tasks for which the Class Carer is responsible for organising:

- Create an email group or email list of all enrolled members of your class. Due to privacy reasons the Briar Hill School Office or Teachers cannot share the email list with us, so best way is to send out an email to everyone through your class teacher, asking them to share their email addresses with you which are to be included in the class list for communication.
- At the start of each year the Class Carer will send a welcome email containing the class list guidelines (see below) to their class community to ensure all parents understand the expectations surrounding use of class email lists.
- Maintain the class contact list, distributing a new one when any changes occur.
- Communicate messages to the class parents as required by the Teacher, Principal or School Council
- Attend one meeting per Semester with the Principal or leading teacher to support the class carer network and bring any matters of concern to the group.
- Organise a roster for all tasks that the teacher requires regularly in the classroom (e.g. the provision of seasonal table if required volunteer jobs (such as supporting with reading or cooking or craft).
- Support the organisation of events for which the class is responsible (e.g. Spring Fair (the Class Carer is not responsible for organising the class stall, but the Carer is required to ensure that someone does coordinate the stall and assists with communication.)

Briar Hill Primary School does not endorse Class Carer communication on What's App groups, signal, Facebook or other social media methods of communication.

Tasks that the class carer may wish to support:

- Organise social events for the class community e.g.: Class picnics
- Organise gifts for people in the class including the teacher, specialist teachers, visiting people who contribute something special to the class community.
- Organise gifts or support for families in the class community when appropriate (e.g. new baby, injured parent or other difficult circumstances)

Guidelines on the use of the Class Email List

It is important that the class list is used only for school related communication sanctioned by the teacher / school. Families have provided their private contact details with the understanding that they are to receive class / school related correspondence. It is the role of the Class Carer to manage the correspondence such that the school, class members, parents and broader community are supported.

As such the Class Carer is responsible for managing the Class Email list using the following guidelines:

- The Class Teacher must be included in all class emails.
- The Class Email List is to be used only for school purposes.
- Our time is precious. Send or copy others only on a need to know basis. Do not hit "reply all" unless every member on the e-mail chain needs to know your response.
- Do not forward emails unless you have permission from the Class Teacher, Principal or School Council.
- Keep emails short and concise.
- Class lists are not to be used to air grievances. When issues arise talk directly to the Class Teacher or the Principal. Expressing anger, reprimanding someone or disparaging other people in e-mails is unacceptable.

The Class Carer role is one of responsibility that is critical to help our community to flourish.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available publicly on our school's website
- Included in staff induction processes and staff training
- Included in staff handbook/manual
- Discussed at staff briefings/meetings, as required
- Discussed at Class Carer Meetings
- Hard copy available from school administration upon request

POLICY REVIEW AND APPROVAL

This Policy will be reviewed annually or more often if necessary due to changes in regulations or circumstances.

Policy last reviewed	17th May 2024
Approved by	School Council 16th May 2023
Next scheduled review date (every year)	May 2026