

**Holy Family Primary School
GOWRIE**



**PARENT NETWORK
AND PARENT
AMBASSADOR
Policy**



Parent Network and Parent Ambassador Policy

Related Policies

CE Child Protection Policy
CE Guidelines for Professional Conduct in the Protection of Children and Young People
CE Privacy and School Counsellors Policy
CE Privacy Policy

Purpose

The Parent Support Network is set up to provide an additional link between home and school activities, and to assist in providing extra support to parents and teachers through contact networks.

This is achieved by parents volunteering to act in the role of class contact (a minimum of two per class is preferable). These parents provide an easy avenue for communication and pastoral care among families in each class. This is an additional point of contact and in no way the only means by which parents can keep in touch with the school or with their children's teacher.

Additionally, from time to time families may require community support and the Parent Support Network may be in a position to facilitate this.

Policy

Holy Family Parent Network and Parent Ambassador role, aim to increase participation of parents and families in the life of the school community. We expect families to be welcomed into the school community- have a sense of belonging. Families should be supported through pastoral care and wellbeing initiatives.

Procedures

The Parent Ambassador is employed by the Catholic Education Office as a School Officer Level 4 and the salary is reimbursed to the CEO from school funds- 50% through P&F fundraising efforts and 50% through the School Board.

Aspects of the Role of Parent Ambassador

To build understanding of and responsibility for, family wellbeing, through working with the school's Leadership Team, P&F, staff, parents and other stakeholders in establishing a strategic approach to pastoral care and wellbeing for the Holy Family community including the ELCC and primary school.

Building management by initiating and facilitating a range of opportunities, forums and resources to connect/re-connect and engage parents and families eg.

- Manage and publish the school's Parent Network register
- Coordinate and manage class parent contacts for the year
- Provide clear guidance on the purchase and nature of gifts
- Remind contacts to avoid food as rewards when organising events
- Review and edit the parent Contact Handbook annually
- Coordinate the Mother's day breakfast and Father's day afternoon
- Convene Parent Network meetings
- Reporting as required to School Board and P&F

Building links through facilitating processes to ensure that the voice of families is sought and heard in relation to their engagement in the life of the school and parish. Contributing to and/or establishing effective lines of communication and liaison regarding initiatives and events, which engage parents and families in the life of the school and parish.

Such as:

- Managing care meal roster and deliveries to households in need.
- Coordinating morning teas and afternoon teas conducted during the school year.
- Kinder and preschool orientations
- Mother's day and Father's day stalls.
- Kindergarten picnic day during the first three weeks of term one.
- Welcome cards and farewell cards and phone calls to families.
- Birthday cards & cake for staff and class.
- End of year class party coordination.
- Other administration activities, when required.

Building capacity by giving active witness to the teachings of the Gospel and to Catholic values in personal interactions and in carrying out the day to day duties of the position.

Building resources by taking responsibility for budget, resources and administrative requirements within areas of the Parent Ambassador role.

Role of Class Contacts

Volunteers are called for at the beginning of each school year. Once contacts have been established for each class, the Parent Ambassador will hold a meeting to outline their role, generate ideas for activities and provide information relating to each class.

The Parent Network Contacts will liaise between parents, teachers and the committee's coordinators in arranging class-centered activities, social get-togethers, support for families in need, educational experiences and other school related opportunities. They may also be a point of contact for any parent who has a general query about school activities and who is not able to get in touch with other parents or speak to the teacher. A parent contact should be the friendly voice of the school community to families who arrive at our school throughout the year. The parent contacts will also be a support to the P&F.

Communication

Regular contact with the classroom teacher is essential for the success of the role. The class contacts are seen to be providing support to the teachers as well as families. The classroom teacher will be an excellent source of news and information to assist class contacts to fill their role effectively. The class contact should discuss with the teacher at the beginning of the year, the best way to facilitate this communication.

References

Parent Network Handbook

Forms

Nil

Approved by:	Holy Family School Board
Implementation Date:	March 2014
Policy last Updated:	2011
School Contact Officer:	Anne-Marie Marek