

The Role of Parents' Representatives

Vision and Aims

1. The role of the parents' representatives group is to support the school community in its efforts to cultivate a dynamic, meaningful and inclusive school community. The activities of the parents' representatives group are aimed at enhancing and strengthening the bond between school and home for the benefit of all.
2. The parents' representative's role centres around encouraging and facilitating open and inclusive communication between the school and the home.
3. Parents' representatives promote the interests of parents by facilitating the expression of parents' opinions, ideas and general concerns on matters concerning their children's education at parents' representative meetings.
4. Parents' representatives undertake to inform parents about matters raised and outcomes reached at Parent representative meetings.
5. Parents' representatives themselves strive to support the school by providing ideas, support, information and practical help at events and special occasions. Parents' reps. also encourage parents to become involved in school activities and to contribute their time, skills and talents whenever feasible.

Procedures:

1. Each class year can have 2 parents' representatives. These parents' representatives are generally elected by the parents themselves at the parents' information evening at the start of the school year. Parents can put their names forward at this meeting to act as parents' reps.
2. Parents' representatives undertake to attend one meeting per month. The meeting takes place with Dr Kelly, school principal, at the school. The meetings are currently held on the first Thursday of each month from 7.30-8.15 a.m.
3. If a parent rep. is unable to attend they must contact their parent group to ask for another parent to attend in their place.
4. Parents' reps must ensure that they have an up to date list of the email addresses of their class grouping. It is advisable for parents' reps. to email all their parents to

ask them to respond to an initial email check in order to ensure that everyone is, in fact, receiving the emails.

5. Parent Reps. must email all parents of their class grouping one week in advance of each meeting to inform them that the meeting will be taking place and to invite parents to send on topics for discussion at the meeting by the Monday before the meeting.
6. Parents' reps. must send the list of topics to Dr Kelly no later than two days before the meeting so that the agenda can be drawn up. The topics should be emailed to the other parent reps. also.
7. All parents are welcome to attend the meetings.
8. The topics for discussion at parent rep. meetings are of a general nature. Parents' who have an issue in relation specifically to their own child are advised to follow the usual channel of contacting their child's class teacher first, followed by Dr Kelly, if necessary. Parents' reps. must follow these guidelines also in relation to their own child.
9. Parent reps. advise parents in their own group that their concerns can be presented at the meeting without naming them or their child. In certain circumstances parents' reps. should encourage parents to contact Dr Kelly directly with their concerns or request their permission to pass on their concern directly to Dr Kelly.
10. Parents' reps. should arrange an informal social gathering of their parents' group once a term. A coffee morning in a "local" venue has worked well for this event in the past.