

Communication

As a Class Liaison, you play a significant role in the communication between the class teacher, parents and wider school community. We value parent involvement highly and encourage you to actively participate in the wider community of the school. In order for this partnership to be effective we need you to communicate with your class parents and answer their general questions.

You are in a unique and trusted position to refer their 'more sensitive' questions to the class teacher, Team Leaders, Curriculum and Learning Coordinator or Principal/delegate. 'Highly sensitive' information should not be discussed with other parents. We ask that these communication protocols are respected.

P&C Meetings

As a Class Liaison you are automatically a member of the P&C. The P&C meet during the term. The Coordinator of the P&C works closely with the Principal to assist you in your role. P&C meetings are advertised on the school calendar and community notice board.

Email the Classroom Teachers

Coolibah: laura.nicholls@bgms.wa.edu.au

Kurrajong: rebecca.barth@bgms.wa.edu.au

Karri: sujatha.dsouza@bgms.wa.edu.au

Wandoo: vinita.desa@bgms.wa.edu.au

Tingle: cecile.sjardin@bgms.wa.edu.au

Melaleuca: gwen.hills@bgms.wa.edu.au

Wattle: mereio.hughes@bgms.wa.edu.au

Jarrah: maria.borce@bgms.wa.edu.au

Tuart: lee.dutoit@bgms.wa.edu.au

Mallee: transition@bgms.wa.edu.au

"A child is an eager observer and is particularly attracted by the actions of the adults and wants to imitate them. In this regard, an adult can have a kind of mission. He can be an inspiration for the child's actions, a kind of open book, wherein a child can learn how to direct his own movements."

"... an adult if he is to provide proper guidance, must always be calm and act slowly so that the child who is watching him can clearly see his actions in all their particulars."

Dr Maria Montessori



Blue Gum Montessori School
Education for Life

Parent Class Liaisons

Blue Gum Montessori School (BGMS) endeavours to ensure that all families are welcomed into the School Community and are knowledgeable in regards to both the School and the classroom organisation.

To assist with this process, Parent Class Liaisons are appointed each year. Parent Class Liaisons must have at least one year's experience at BGMS and the particular class for which they will be Class Liaison.

This is an extremely important position that helps build understanding and supports school communication.



11 Hope Road
Bibra Lake WA 6163
Telephone: 9417 4060

www.bluegummontessori.wa.edu.au

Parent Class Liaisons

When new children are enrolled into the class the School Registrar will provide the Liaison with the names (with parent permission for this purpose) of the child and parents together with their contact details.

The Class Liaison ensures they make contact and welcome the new family within the first weeks of the child's attendance. The Liaison is to inform the class teacher of this contact.

The Liaison explains to each family their role in assisting with any queries the parent may have.

The Class Liaison may also organise to have coffee mornings with other parents of children in their class to introduce new parents commencing in the school/class (Kambarra Piazza is available for this purpose). You may wish to meet the Principal for a communicate update.

The Class Liaison will:

- Canvas support from the families of the class to help at whole school functions such as Harmony Day and Mothers Tea etc.
- Canvas support for school marketing events such as open mornings and evenings.
- Seek support for parent information evenings.
- Answer general questions and enquiries from families about the school.

- Liaise with the class teacher about affairs of the classroom and to communicate this feedback to the parents with due consideration for confidentiality regarding sensitive information.
- Liaise with the Community Life Coordinator or the Principal/delegate over suggestions and concerns from parents. Feedback forms are also available via the website, reception and on entry to your child's classroom.

All confidential educational issues must be referred to the Team Leader, current Teacher, Principal/delegate for resolution and not to other parents.

Class Matters

The Liaison needs to support the new family with the following school/class matters:

- School Hours
- Attendance
- Newsletter days, receiving the newsletter by email or School App
- Show and tell days/news (if applicable)
- Uniform
- Healthy food policy
- Observations
- Class communication books
- Class contact lists
- Celebrations
- Child's birthday book – this is a part of the curriculum.

Governance and Operational

The Liaison will need to ensure that the new families are aware of the following:

- School Board is responsible for the governance of the school. Members of the Board are elected at the School AGM held annually before May 31st each year.
- Parents may nominate for positions on the Board.
- All school matters are referred to school personnel or administration.
- Staff names and positions.
- Term Jobs.
- Participating in the P&C
- Social events.
- Parent information/education sessions.
- Parking and road safety outside the school gates.

