

**Parent Representatives for pupils in each class,
from kindergarten (maternelle), primary and secondary schools.**

- o Parent representatives are identified at the beginning of the year in each kindergarten, primary and secondary class: 2 parents and 2 substitutes per class.
- o The representative is the spokesperson for all the parents of the class in their dealings with the teachers and the management and is in no way the representative of his/her child.
- o The representative is the link between the families and the school.
- o The parent class representative is not a person, who controls and complains, but a mediator, who creates a climate of trust, promotes communication and establishes links between all parents and the educational team.
- o The parent representative has a duty of confidentiality and discretion.

His/her role:

With the parents of the class:

- o Disseminate and relay information.
Before disseminating information, it is necessary to cross-check it, take various opinions and use one's "wisdom", to judge whether it is a class problem or a particular case.
- o Create (or update) a WhatsApp group of parents of pupils in the class to enable parents to get to know each other, exchange information about their child's class and the activities.
- o Channel general proposals and requests from parents.

With teachers:

- o To act as a link between the teacher and the parents of pupils by sharing information (or reminders) on the WhatsApp group transmitted by the teacher on moments or activities requiring parental involvement.
- o Share any important information that the teacher wishes to share or remind parents of.
- o Help the teacher with activities for which he or she may need help.
- o Help with school activities and try to find parents who volunteer too.

With the school:

- o Represent the parents at school and, for this reason, he/she can intervene on any subject of concern to the families: class climate, discipline, timetable, class work, evaluation, work at home, end-of-year exam, future orientation.

- o Collect contributions/questions/observations from parents concerning the school in order to pass them on at the meetings of the different bodies: class council, consultative school council for kindergarten/primary and school council for elected representatives.
- o Mobilise parents from his/her class to support the events committee by helping to prepare and/or hold some of the school's key events.
- o Participate in the Consultative School Council for kindergarten and primary (2 to 3 times a year)
- o Participate in Class Councils (3 times a year)
- o Participate in the School Council for elected representatives (3 times a year)

How?

- o At the back-to-school meeting with teachers, a parent is 'appointed' from among the volunteers, **by consensus of the parents present**, as a representative for his or her child's class.
- o His or her **name, telephone number** and **email** will then be sent to the school management for distribution to the parents in the class.
- o The parents elected to the School Council for representatives will be designated from among the class representatives at a meeting of all the representatives, organised before the end of September (3 class representatives and 3 replacements). Ideally there should be one representative per level: kindergarten, primary and secondary.