Class Liaison Co-ordinator ~ Can you help?

13th March 2014

Dear Parents & Care-givers,

Each year we would like to organise 1 or 2 parents per class as Class Liaison Co-ordinators (CLCs). Our CLCs would help to communicate with parents about a variety of school social and fundraising activities throughout the year.

**What does the role entail?:** Being a CLC means that you would call parents of a specific class, on behalf of the School Community Group, to co-ordinate them for various functions such as Mothers and Fathers Day events, School Community Breakfasts, the School Disco and other situations as required throughout the year. The position is not taxing or overwhelming - rather it can be very rewarding and a great way to get to know others who have the same common interest - your child’s class. Please note that a contact phone number that can be published to the parents in your class would be necessary.

**What doesn’t the role entail?:** The CLC is not a reference point for concerns or complaints from parents. Parents who have concerns need to direct these to the appropriate person - their class teacher and or Assistant Principal / Principal. The CLC cannot assist in resolving school issues. The CLC is NOT a social secretary! They do not have to organize social functions etc outside of school time.

We hope that you may consider this role as a way of helping our school community. I would be very happy to discuss this role if you wish further clarification.

Could you please return the slip below to the office by Monday 24th March 2014?

Regards,

Attila Lendvai & Deb Pooley
Principal School Community Group

Class Liaison Co-ordinator 2014

☐ I would like to be considered as the Class Liaison Co-ordinator for class ……………… (Nominate child’s class)

Name: ……………………………………………………………. My preferred number is: ………………………

☐ I consent for my contact number to be distributed to my class parents.

My eldest child’s name: ……………………………… Class: ………………….. Signature: ………………...