Class Reps Role – Nursery & Primary

This is a key role, allowing you to get as much involved in all aspects of the daily life of your class as you wish, according to your availability, capabilities, and motivation.

- You **represent** the parents of children in your child's class with respect to 3 entities: the class teacher, APEEEL2 and the School.
- You **facilitate** communication between parents and these 3 entities.
- You **forward information** to parents and pass on their feedback to APEEEL2.
- You are **involved** and **take initiatives** for your class and more generally at School.
- This role can be **shared** between 2 parents: 1 main and 1 co-representative (and even a third parent for nursery and primary as treasurer if necessary).

Most of the work can be done by email. However, some availability is required for meetings with the class teacher, as well as in the Class Reps meetings (up to 2 per year) organised by APEEEL2 where you will be able to put forward questions raised by your parents directly to the School Management team.

It is also important that to **forward as soon as possible all APEEEL2 communication** sent to you to the parents of your class (if/when possible, adding a personalised message to make these communications less impersonal). Some communications may be targeted to specific language section and class levels. Others are also sent directly to our members, but not all parents are APEEEL2 members.

If you need advice or have any questions, please do not hesitate to contact our APEEEL2 office on **office@apeeel2.lu.** In cases where an issue proves to be impossible to resolve directly with the teacher concerned, we remind you that APEEEL2 is recognised by the School as the official representative of the parents.

Whilst the role of class representative is important, the tasks involved are not difficult. You can get **involved** in all that concerns your class and **organize social activities** for your class (for e.g. to accompany the class during outings, swimming lessons and library sessions…), **facilitate the integration** of new pupils and their parents and **take**

initiatives e.g. to buy a common class present for the teacher at the end of year, to show solidarity with a pupil who may have fallen ill, etc.

If necessary, you can **manage the class fund.** This can also be done by a parent other than the class representative – **a treasurer.** The class fund, where it exists, can provide the teacher with some flexibility with respect to the organisation of class projects. The amount of the contribution to the class fund is determined in discussion between the teacher and the parents. To simplify the management of this fund, the Class Representative/Treasurer may choose to open a dedicated account specifically for the purpose. An additional contribution of €10 per pupil is requested annually by Mots de Zaza Lux2 (see letter from Mots de Zaza Lux2).

- The class fund is created and used to pay educational expenses for the pupils in the class.
- All parents must agree for the class fund to be used for non-educational expenses (for example, a gift to the teacher).

You may want to **offer mediation**, getting in touch with the teacher when necessary, and as soon as possible especially in cases of potential conflict, be available to listen to parents of your class and to provide advice where necessary (especially to new parents), giving practical advice which may contribute to bringing about a resolution.

☛ To communicate with the parents of your class, you will need to create a Class Distribution List

It is essential that you create, and update as required a "**Class** D**istribution List",** consisting of pupils' names and their parents' contact details (such as work/personal email addresses & telephone numbers). Due to current data protection regulations, **the School Management will not communicate any pupil or parent's information** without their consent.

Your class distribution list should only be used to forward information coming from School teachers, APEEEL2 and other partners Associations officially recognised by the School (such as Actions Sans Frontières, ATSEEE, Fairtrade, and Mots de Zaza Lux2).

1. **Prepare a message for the parents of your class:**
    - Introduce yourself as the elected class rep, including your contact details.

- Explain the need for a Class Distribution List, to ONLY be used for forwarding communications from the class teacher and the Parents' Association (APEEEL2) to the parents who have registered. Parents who do not register will NOT receive these communications.
- Ask parents wanting to register on the Class Distribution List to complete a "Parent Information Form" and email it back to you **–** see sample enclosed. This form is for your own use only, please do not email it to APEEEL2 nor the School.
- **VERY IMPORTANT:** The "Parent Information Form" also includes optional parents' consent for sharing their contacts with all the parents in the class. Parents who have consented to share their email address can be added as CC in email messages, those who have not can only be added as BCC.

2. **Email your message to the class teacher** asking him/her to forward it to all the parents in your class.

☛ To avoid receiving our communications in your SPAMS folder

It is essential to add "**office@apeeel2.lu**" and "**mailing @apeeel2.lu**" in your Address Book.

APEEEL2 would like to thank you for your involvement!