

## AISHK Class & Year Parent Representative Guidelines

### What is a Class/Year Level Parent Representative?

A Class (or Year) Parent Representative is a parent volunteer who agrees to support communication and engagement within the class or year by:

- Establishing a Class/Year WhatsApp (WA) chat group to all parents to connect with one another
- Monitoring the WA chat group for questions or concerns
- Connecting separately with the class teacher or year level coordinator to pass on relevant notifications
- Forwarding, or flagging notifications from the school or Parents Association including upcoming events, calls for volunteers or other relevant activities

As many parents in Australian schools often give a small gift as a thank you to the class teacher at the end of the year, AISHK Class Parent representatives may also coordinate with parents at the end of the school year to organize a combined modest gift for the class teacher.

***While encouraged, participation by parents in the Class or Year level WhatsApp Group or any Class or Year Level Representative organised activities including the teacher year end gift is entirely voluntary.***

### Why Become a Class/Year Level Representative?

The AISHK Parent Association has a long tradition of inviting all parents, to become a volunteer representative for their child/children year group. Parents may not only find being a Class/Year Level Representative a rewarding way to be involved in the school community, but it also provides the opportunity to get to know a broader cross-section of AISHK parents and families and members of the wider AISHK network.

### Key Roles and Responsibilities:

There is one Class Representative for each class within Primary (including Prep and Reception) and Secondary school, and each year level has one Year Level Representative.

These Representatives are an integral part of the AISHK Parent Association and are essential to building and supporting parent connections. The main purpose of this role is to provide help connect class parents, share information or updates relevant to the class and, from time to time, forward information about upcoming Parent Association or other relevant school events. The role also provides a parent contact point for parents within class groups and year levels and is important in helping to welcome new families to our school.

Class and Year Representatives are here to:

- Join a Class and Year Representative group chat administered by [Nafisa Qureshi](#) (VP Community) so they can stay on top of PA and school activities that may be of interest to the Class or Year Level group
- Encourage parents to connect and engage with their Parent Association through supporting events, volunteering and connecting with other parents
- Support new families so they experience a smooth transition into AISHK
- Establish a Class or Year Level WhatsApp Group, in accordance with the [AISHK Volunteer WhatsApp User Guide](#) for parents to connect and respond to queries from each other
- Send a group email, copied to the VP Community [Nafisa Qureshi](#) and [aishkpa@aishk.edu.hk](mailto:aishkpa@aishk.edu.hk) with individual class or year level parent email addresses kept confidential by using the "Bcc" address line to welcome them to the group and provide the WhatsApp Group link for them to opt in to

Participation in the Class or Year Level WhatsApp group is voluntary, however Representatives can encourage participation by noting it is an efficient and quick way to stay on top of class activities, changes, and external issues such as last minute changes class or school activities due to typhoons. The purpose of the WA Group is to provide an interconnected community, and any

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parent in the group can answer a question posted in relation to the immediate class activities (for example in response to a question regarding whether PE or normal school uniform is required that day).

Teachers are **not** expected to connect with Class or Year Level Parent WhatsApp chat groups so Representatives should connect with their respective teacher or year level coordinator to determine how they might like to pass on any urgent communications, such as a late requirement for a change in uniform for the following day. AISHK Teachers generally send an excellent weekly email on a Friday outlining key achievements during the week and highlighting any dates or activities that parents should be aware of. If there is something of particular note, or a significant change, the Class or Year Level Representative may wish you send a quick WA message to alert parents to the email.

### How much time is involved?

The time involved as a Class or Year Level Representative is **minor** and mostly limited to monitoring the group chat (questions, if any, each day are mostly posted early in the morning when a parent might need to clarify something in preparation for the school day). While parent volunteers are called on from time to time, there is no compulsory requirement for the Class or Year Level Representative to make themselves available for these requirements.

Class or Year Representatives are not involved in the day to day running of the classroom, or any issues related to the curriculum, academic timetable, teacher performance or attendance or any other AISHK operational issue. If in doubt, please direct parent inquiries to the class teacher or year level leader or school leadership team at the relevant level (primary, secondary etc.).

### How are Class or Year Level Representatives appointed?

The AISHK Parent Association sends out an email usually within the first week of school requesting volunteers for the role of Class or Year Level Representative via a link to an online form. Parents should be willing to share their email address and WhatsApp as part of the process and ensure they are willing to abide by the [AISHK Volunteer WhatsApp User Guide](#) and support and encourage participants' adherence to the AISHK WhatsApp Group Chat Code of Conduct contained within it.

Class or Year Level Representative appointments are on a first come first served basis.

### Connecting with other Class or Year Level Representatives

Representatives can stay connected with one another via the Class and Year Level Parent Representatives WhatsApp Group Chat and through connecting at AISHK Parent Association events throughout the school year.

In addition, the VP Community Nafisa Qureshi will be in touch during the first half of the year to organize an opportunity to connect with each other.

### For any queries or concerns please contact:

The AISHK VP Community, Nafisa Qureshi via email ([nafisa.qureshi@icloud.com](mailto:nafisa.qureshi@icloud.com)) or WhatsApp on +852 9450 6700.

For any other Parent Association inquiries please contact Alex Harrington (AISHK PA President) by email ([aishkpa@aishk.edu.au](mailto:aishkpa@aishk.edu.au)) or WhatsApp on +852 57280333.

**Class and Year WhatsApp Groups offer a platform for parents to discuss any topics related to their child's class year and a forum for the parents to connect and engage with their AISHK Parent Association.**

**Thank you for your support!**