



<b>Policy Name</b>	<b>Parent Liaison Policy</b>
<b>Related Policies and Legislation</b>	Parents & Friends Committee Policy Volunteering at Treetops Policy Volunteer Handbook
<b>Policy Category</b>	Community Communication
<b>Relevant Audience</b>	All Treetops Community
<b>Date of Issue / Last Revision</b>	2011 21 July 2014 16 April 2015 18 February 2016 <b>23 March 2017</b>
<b>Date Set for Review</b>	<b>March 2020</b>
<b>Person/s Responsible for Review</b>	Treetops Administration

## Parent Liaison Policy

### **Purpose:**

The purpose of this policy is to outline the role and purpose of the Parent Liaisons.

The Parent Liaison is a voluntary role at Treetops. The purpose of the Parent Liaison is to work together with their relevant class teacher, acting as a liaison between parents and the teachers and School Administration.

Parent Liaisons are appointed by the Principal. The role is to be held for one calendar year. Reappointment may occur if desired by both the volunteer and the Principal. The criteria for Parent Liaison selection includes:

- They are a parent or guardian of a child that has been at the school for at least one year;
- They are personable, positive, and respectful;
- They are accessible;
- Willing to attend occasional meetings with the Principal, School Admin or other Parent Liaisons.

On advice from their relevant class teacher and the Principal, the Parent Liaisons may be required to follow up with parents and to report back as required. Duties that may be required in the Parent Liaison role include:

- **Welcoming parents to the class community**
  - Welcoming new and transitioning parents to the class, introducing them to existing parents and helping them to settle in.
- **Helping to communicate information about class and school events where necessary**
  - Ensuring that parent rosters are filled and that parents are aware of what the rosters entail.
  - Spreading the word about school social events and Parents & Friends fundraising activities and encouraging attendance.
  - Encouraging parents to attend school information sessions, participate in feedback processes etc.
  - Encouraging parents to be actively involved with the school, their children's education and the day to day activities within the class.
- **Directing parents to class and school information**
  - Directing parents to noticeboards, Clippings, Twigs, the school website and other information sources so that they can stay fully informed.
  - To be familiar with school policies to be able to direct parents to relevant policy.
- **Acting as a point of contact for parents**
  - Providing information and assistance and being available for parents to contact with any class related or general enquiries.
- **Assisting with organised events where necessary e.g.: Shuukai, music or information nights**
  - Organising morning teas with the teacher and/or Principal.
  - Assisting with organised events such as Shuukai, information nights, etc.

At all times Parent Liaisons are promoting Treetops and encouraging parents to communicate openly, positively and respectfully with staff without fear of prejudice.

A Volunteer Handbook and induction is available to Parent Liaisons.

Parent Liaisons do not need to have a WWC Check and should not apply for one.

Volunteers working with the School must be aware of the School Code of Conduct and to behave in a manner consistent with the conduct requirements described in it. Behaviour that is not consistent with the conduct set out in this *Code* may result in the engagement of the Parent Liaison being terminated. The Volunteer Code of Conduct has been developed to ensure that volunteers are appraised of appropriate conduct and can behaviour in a manner that is in keeping with this code.