

ST.VINCENT'S PARENTS' ASSOCIATION CLASS REPRESENTATIVE RESPONSIBILITIES

- Attend SVPA meetings (alternate Wednesday 9.05 a.m. – 9.45 a.m.)
- Create a class contact list (WhatsApp or email) and circulate through class parents
- Be mindful of GDPR and do not use these contacts for any other purpose than those specified
- Collect signed Consent Forms for all parents joining the circulation group and keep data secure
- Ensure pupil names and photographs are not circulated by the SVPA
- Distribute SVPA notices to class parents
- Email updates concerning school trips, assemblies, mass, events and important notices (please always check with a school member of staff for accuracy)
- Coordinate 3-4 volunteers from the class to help with events, if possible
- Remind parents that school staff may have access to the content of any messages sent on the group
- If any parents have any queries or concerns, direct them to the school for these to be addressed
- Support the school ethos: 'Together, through Christ, we grow and learn'