



IRWIN PARK
ELEMENTARY

Classroom Parent Memo:

Dear Classroom Parent,

First of all we are grateful for your willingness to take on this role as a vital connection between your child's classroom teacher(s), the IPPG and your classroom community this school year.

Our Class Parents act as a liaison between the teacher(s) and parents and provide a valuable connection to the IPPG (Irwin Park Parent Group) aka Parent Advisory Council (PAC).

We know that the communication sent through the Class Parent program is an important way for the PAC to get information to parents.

Whenever possible, the Class Parent should try to attend the monthly PAC meetings (PAC meeting dates are listed on the school and PAC websites); or read PAC meeting minutes as well as keep up to date on what is happening at the school by reading the weekly e-bulletins. We appreciate this effort as we know you all lead already busy lives!

KEY RESPONSIBILITIES

1. To help relay communications from IPPG/PAC and keep parents up to date on IPPG/PAC events.

You will be asked to email parents to share information (such as school events or a call for volunteers). It is important that:

- **You BCC the email addresses of all parents in the class when sending these emails so that their information is not distributed to others without their permission;**
- Class email lists are to be used for the sole purpose of classroom/school related communication as parents have only given consent to the emails being used for school purposes;
- Contacting parents only occurs at the teacher, principal's, or PAC's request.
- **When in doubt**, please send the email to your classroom teacher or principal, Aron Campbell (acampbell@wvschools.ca) for approval first, before sending it to the class;

- The classroom teacher(s) is to be CC'd on all parent emails that go out to parents to keep them apprised of important announcements or upcoming events that their classroom community may be a part of.

2. To assist teachers as needed.

Teachers may ask you to assist with something that comes up and will let you know directly if help is needed. This could be anything from a call for volunteers, to helping arrange snacks for a class party, etc.

GETTING STARTED

Once you are clear on all the information and have received your class list, introduce yourself as the Class Parent to the teacher. Email is often the best way to contact teachers so that they can respond when time permits.

Send an email to the parents in the class introducing yourself and explaining the role you are going to play for the class. IPPG/PAC will provide you a template for this to help you get started. It often helps to create a group within your e-mail system so that e-mailing your class parents in the future is quick and easy. Remember to always bcc everyone to ensure their anonymity!

Please ensure that your e-mails to the class are sent in a timely fashion as they are often time sensitive. You will also occasionally be asked a question by a parent that you don't know the answer to, most likely about one of the events. You can forward those, along with any other questions that you may have at any time to your PAC Executive contact, Mimi Lin/Alicia Fernandez.

Thank you for your time, energy and investment in this role. Your participation enhances the community and culture of our school.

Regards,

Aron Campbell

Principal, Irwin Park Elementary