

Class Liaison Parent (CLP) Coordinator

The CLP coordinator shares information with the CLP's and supports them in fulfilling their role. In addition, they provide a link with the school administration and P&C executive.

CLP Coordinator

Michael Webb twelve_side@me.com
9443 2327
0408 436 339

Events Coordinator

Kym Scampoli kyms@dugeo.com
0419714862

CLP Role Statement

The role of the Class Liaison Parent is an important one to develop good communication and liaison between students, families, teachers and the school as a whole.

CLP's Role

Usually the CLP will be determined at the class information evening held by each teacher at the beginning of the school year. If you are unable to attend this meeting and are interested in becoming a CLP please inform your teacher. Some classes choose to share the responsibility between two people.

CLP's Duties

- To compile and maintain a list of class parent's addresses and phone numbers. It is optional for families to go on the list however it is useful for organising after school activities, contacting other parents in the class etc.
- A standardized excel spreadsheet file has been developed and is available from the CLP coordinator to achieve consistency across classes. These will be compiled into a directory and distributed to families.
- To coordinate parent help for the teacher with class excursions, special class activities and projects.
- To organise some social functions during the year to build a community spirit e.g. a class picnic for families or a morning tea for parents in the class.
- To attend P&C meetings whenever possible and liaise with the P&C in relation to class issues or projects.
- To welcome newcomers during the year and involve them in class activities. E.g. Photo and brief description of new child's interests, add details to class list etc.
- To coordinate parent and class participation in one fundraising event a year
- To attend CLP lunches with the Principal and share information.

Strategy of Communication between CLP coordinator and Events Coordinator

- At the start of each term the events coordinator will notify by email the CLP coordinator for the fundraising event to be held during that term. In the case of the big night out, the CLP's will be notified as early as the CLP lists become available.
- Each event can be advertised in the school newsletter. Note the dates for the school newsletter distribution in the Newsletter Contacts section.
- At the end of each event, email the events coordinator with the outcomes (debrief of event, funds raised, etc)
- The events coordinator will organise for a notice to be put in the School newsletter to highlight the success of the event.