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| Policy Name | Parent Liaison Policy |
| Related Policies and Legislation | Parents & Friends Committee Policy; Volunteering at SMS Policy; Volunteer Handbook |
| Policy Category | S3.6 Safe & Supportive Environment |
| Relevant Audience | All SMS Community |
| Date of Issue / Last Revision | 22 September 2018 Jan 2021: minor Feb 2024: minor |
| Date Set for Review | October 2024 |
| Person/s Responsible for Review | SMS 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 Sydney Montessori School (“SMS”, “the School”). The purpose of the Parent Liaison is to work together with their relevant class/year teacher(s), acting as a liaison between parents and the teachers, and School Administration.

Parent Liaisons are appointed by the School Executive. The role is coordinated by a member of the Administration team. The role is to be held for one calendar year. Reappointment may occur if desired by both the volunteer and the Executive. 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 School Executive/Admin representative or other Parent Liaisons.**

On advice from their relevant class teacher, Admin team and the school’s Executive, 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:

- **Utilise the school’s ‘Parent Liaison email address’**
 - Utilising the school’s parent liaison email address, which automatically includes all parent emails, to communicate key events / activities per below.

- **Welcoming parents to the group community**
 - Welcoming new and transitioning parents to the group, introducing them to existing parents and helping them to settle in.

- **Helping to communicate information about the group and school events where necessary**
 - Ensuring that parent rosters (for activities that assist the group or School) 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 group specific and school information**
 - Directing parents to noticeboards, Newsletters, 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 group related or general enquiries.

- **Assisting with organised events where necessary e.g.: music or information nights, Busy Bee's, class assistance programs.**
 - Organising morning teas with the teacher and/or Principal.
 - Assisting with organised events such as music or information nights, Busy Bee's, class assistance programs.

At all times Parent Liaisons are promoting Sydney Montessori School 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 Working With Children 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 apprised of appropriate conduct and can behave in a manner that is in keeping with this code.