CLASS CONTACT POLICY

RATIONALE:
The Class Contact system is an initiative of the School Board and the P&F and aims to promote pastoral care towards all members of the school community. Class Contacts aim to be an inclusive presence for all families in their class.

Class contacts are the focus for communication and pastoral care among families in each class. They need to be a visible presence to the parents of the class for which they are responsible so that, as needs and concerns arise, they will be aware and able to respond appropriately. Hence, they need to be seen in the school environment and involved in a positive way in the daily routine of school life.

GOALS:
At St Bede’s we aim to:
- be a welcoming and friendly community that serves others in the local and wider community area;
- assist families in times of need;
- provide a formal and semi-formal channel of communication among families within our community;
- celebrate important events within our community

IMPLEMENTATION:
HOSPITALITY
When a new family joins the school a Class Contact list is updated and sent home with all children in the corresponding class. This also occurs if a family leaves the school.

EVENTS:
Class Contacts are responsible for arranging the hospitality at the Mass assigned to their class. The catering is best shared among 4-5 parents, phoned in advance. At the morning tea, Class Contacts will facilitate a friendly spirit over the sharing of tea and coffee and involve those on the fringes especially new parents.

A class social event is arranged in most terms. Planning events is at the discretion of the Class Contacts. These events are communicated by a class note or school newsletter.

Class Contacts will encourage participation in the whole school events that arise especially P&F events. They may arrange a table at a Quiz Night to help include newcomers or take other steps as appropriate to ensure successful involvement of their families.
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Year Six Class Contacts organise the Graduation dinner in consultation with the Year Six teacher and the Principal. The Year Six teacher and REC will organise the Graduation Mass and any other school based celebrations.

COMMUNICATION

Regular contact with the classroom teacher is essential for the success of the role. The Class Contacts are called to provide support to the teachers as well as families. The classroom teacher will be an excellent source of news and information to assist Class Contacts fill their role effectively.

Class Contact Lists containing phone and address details are circulated at the start of each Semester. People are given the opportunity to withdraw their name from circulation if this is desired.

MEETINGS

Class Contacts are assisted in their role by regular opportunities to exchange information and ideas as a whole group. A gathering each term is encouraged.

NEWSLETTER

The Class Contact Coordinator has the opportunity to contribute an item each week to the School Newsletter. This might contain advance notice of Mass; special school events; Class Contact meetings; welcome to new families who have arrived; acknowledgment of births and deaths within the community; and perhaps some “good news” story about someone’s special achievement, or family highlight. This newsletter contribution is also a good opportunity to encourage appreciation of the staff and their dedication.

SELECTION OF CLASS CONTACTS:

There is no assumption that Class Contacts continue from year to year. Selecting Class Contacts needs to be approached with care and confidentiality. The Class Contact Coordinator consults firstly with Principal. It is essential that those who undertake the role have a range of skills: friendliness, reliability, tact, confidentiality, organisational ability, demonstrated support for the staff etc.