



Role of Year Group Representative (Parent Ambassador)

The role of the Year Group Representative/Parent Ambassador is designed to assist the school and parents in communication and parent engagement. The Year Group Rep/Parent Ambassador role includes:

- Acting as an important point of contact between the School, parent organisations and the general parent body for the communication of information to the parent body;
- assisting in relation to communication to parents of School initiatives, social functions, fundraising events and other general support activities;
- opening up lines of communication with families, especially new families, through more direct and personal contact about the school;
- assisting the School in the arrangement and co-ordination of events and functions as the needs arise.

More specifically this means, Year Group Reps/Parent Ambassadors are encouraged to:

- attend the P and F General meetings which are held 4 times per year
- encourage the use of the family directory for contacting parents in their allocated year groups;
- meet new families and facilitate integration with returning families to the school;
- encourage year groups to organise tables at P and F and other school fundraising events (for example, Mothers' Lunch, Fathers' Dinner, Race Day, Mayo);
- assist in distributing information about these functions as required;
- communicate and sometimes co-ordinate with parents about other activities, school functions;