

PARENTS' AND FRIENDS' PARENT LIAISON

Thank you for your interest in volunteering to become a Parents' and Friends' (P&F) Parent Liaison.

To give you an idea of what is involved; we've prepared a guide for you.

Parent Liaison duties:

The primary focus of Parent Liaisons is to enhance parent participation of the Somerset Community. The role of the liaison is to be inclusive and to make a conscious effort to encourage participation in College life. Your role is to support staff of the College when requested. This is not an onerous task – arrange a get together once per term (possible coffee after drop-off or organise a casual catch up in the evening). The P&F provides an opportunity for other social activities and you are encouraged to support these events.

- Be a proactive member of the Parents' and Friends' Association
- Co-ordinate social activities for parents and families for respective Year Level
- Junior School – Liaise with class teacher and assist organising volunteers for class activities, when requested by staff
- Senior School – Liaise with Year Level co-ordinator or Head of Senior School and assist organising volunteers for Year Level activities, when requested by staff
- Assist P&F at Swimming Carnival, Athletics Carnival and Cross Country Carnival, it may not be you personally, however get information to your Year Level parents who may like to assist
- Assist the P&F in promotion of P&F events and encourage support to attend these events
- Be a point of contact for respective Year Level and the College
- Ensure you are aware of correct member of staff to whom queries should be directed. For example, class teacher in the Junior School or the Events Office for ticketing or general enquiries or Retail Supervisor for uniform enquiries. Please note you should not get involved if concerns are raised; simply direct the individual to the appropriate staff member.
- Actively encourage group volunteering, during events this way parents get to know each other whilst assisting at school.
- Be aware of the Somerset College communication protocol

It is important to note, your role is to be the liaison between parents, as a courtesy to teaching staff, please consult with them in respect to social activities. They can then support your event and offer guidance, if needed.

Please do not presume, always refer any specific class-related concerns to the teachers, details may have been amended of which you're not aware. It can cause angst if incorrect information is provided.

Please support teachers and fellow parents.

Your College point of contact if you're unsure is via the Events Office – 07 5559 7377.



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demonstrating integrity and valuing difference.*