

CLASS CARERS' HANDBOOK

2023



Faith Class Carers

School Mission Statement

Faith Lutheran College provides a caring and holistic Kindergarten to Year 12 education that is based on the gospel of Jesus Christ.

Aims

- To care for the students and families of our school.
- To provide more efficient channels of communication between families and between families and the school.
- To assist teachers in the care and support of the students and families of their class.
- To increase and act upon our sense of community.

The Class Carers will be coordinated by the Head of Junior School and Deputy Head of Junior School.

Class Carers

1. Role of Class Carers

- Support and assist families of the class.
- Support and assist the class teacher.
- Promote positive relations between parents and the teacher.
- Where possible, help at class social and designated school events – Beginning of year welcome events and end of year celebrations.
- Maintain confidentiality of all involved, whilst passing on relevant information to the Head of Junior School, Deputy Head of Junior School or Class Teacher if deemed appropriate.
- To model Christ in all situations.
- The role of Class Carer is NOT to act as a 'go-between' to resolve conflicts between parents/teacher(s) or parent/parent. It is expected that the Complaints Procedure will be adhered to if difficulties arise.

2. Class Carers Meetings

- Class Carers meetings will be held approximately each term.
- Class Carers are asked to be present at each meeting.

3. Communicating Information

- Class Carers will communicate any significant information (e.g. births, bereavements, sickness, family crisis) to the Deputy Head of Junior School.
- It is expected that sensitivity and discretion will be exercised by Class Carers when dealing with personal information whilst serving in this role, taking particular note of the Privacy Act, which is referenced in the Volunteer Training Program Booklet.



Specific Tasks for Class Carers

Handbook

This Handbook includes information relating to the role of Class Carer. A Weebly page has been created for Class Carers. This information is not to be shared with anyone else. Let the Deputy Head know if any of the details need to be changed or if they are incorrect.

Introduction Letter

The Class Carers for each year level are asked to write and send out a letter of introduction to the families in their community. The letter is to include photos of Class Carers if possible so that families know who to approach if they need the help of a Class Carer. A template of a letter is included as an appendix to the Class Carer Handbook. Gail Wildman (EA to Head of Junior School) can assist with sending this document out.

Confidentiality

As a Class Carer, you may be privy to some sensitive information. Please use your discretion and keep the trust of those people involved. You could ask if you may share information with the relevant people. Let them know that there is help when needed. Often people appreciate knowing that they are cared for. Being a friend is the most important thing. Pray for those in need.

Crisis Events

If you become aware of something that is happening or has happened with your class families, please inform the classroom teacher and the Head of Junior School or Deputy Head of Junior School so that the school can be aware of what is happening and offer support.

Please make sure that you have the permission of the person and/or family before passing on information, as they may want it to be kept confidential.

If they would like help, then please inform the Head of Junior School or Deputy Head of Junior School. Crisis events may include illnesses, hospital, accidents, death in family etc. If you wish to give them a card, remember to sign the card "from the Faith Lutheran College Community".



Ways to Care and things to consider

1. Caring

- Can make all the difference – big or small
- Welcome new people to the class or school
- Say 'hello' as this creates a feeling of belonging for everybody
- Pray for the student/s and the families in your care

2. Sickness

- A card home
- Ask if ongoing meals are needed
- Phone call to ask if any further help is required
- Pray for the student/s and the family

3. Child in Hospital

- Activity pack for the child – Teacher or Deputy Head of Junior School can assist with this
- Phone call
- Card (thinking of you/get well)
- Offer to help with children, pickup, meals etc.
- Pray for the student/s and the family

4. Parent in Hospital

- Phone call
- Offer to help with children, pickup, meals etc.
- Pray for the student/s and the family

5. Bereavement – for the death of a direct family member

- Card
- Offer of assistance
- Pray for the student/s and the family

6. Birth

- Card
- Pray for the student/s and the family

7. Crisis

- Offer to help with children
- Offer of further assistance
- Pray for the student/s and the family



Social Events

Class Carers are encouraged, but not obliged, to organise a welcoming event in the first term that allows the parents of that year level to get together. Examples of events are coffee mornings, pizza nights, bowling, picnic in the park etc. These events are especially important for our new families to the school community, so please remember to invite them personally.

Class Carers are also encouraged, but not obliged, to organise a social activity for the families of the class, year level or community during the year.

The Head of Junior School, Deputy Head of Junior School and class teacher need to know about all class get together events to make sure they don't clash with any other college events.

Prep Orientation Morning

In Term 4, we hold a Prep Stay 'n Play morning for all new students entering the Preparatory year in 2024. Class Carers are encouraged to assist with this event and mingle with new parents.

Process of Communication

Class Carers are to have all written communication passed on via the classroom teacher prior to being forwarded to Junior School office for email distribution. Phone calls, emails, texts, etc. between Class Carers and individual parents are to be treated as confidential.

Talk to your Class Teacher

Make sure you catch up with your class teacher regularly to see if there is a family in need, and ask if the teacher has any other tasks they need help with. You may need to ask for other parents to give you a hand with some of these events and tasks – don't try and do everything yourself!

**May God bless you as you care for those in your
Class Community.**

“Never doubt that a small group of thoughtful committed citizens can change the world. Indeed it is only that that ever has.”

Margaret Mead



Date

Dear Parents/Caregivers,

My/Our name/s is/are _____ and I/we am/are _____'s mum/dad. Our son/daughter _____ is also at Faith Lutheran College. I/We am/are the Class Carers for _____ and I/we am/are particularly looking forward to helping to make this year in _____ a memorable one. What an exciting year it will be.

The role of the Class Carer is:

- To care for the students and families of our school
- To assist the college in providing efficient communication between families and the school
- To assist teachers in the care and support of the students and families in their class
- To build community

As Class Carers for our Community, we aim to work together and have already planned some exciting, combined events for the year.

Please feel free to contact me/us on the following email address/es if you need anything.

Name: _____ Email: _____

Name: _____ Email: _____

We are looking forward to seeing you around the school and at a few fun get-togethers throughout the year.

With thanks,

_____ and _____

(Please add photo)

(Appendix A)

