



Year Level Representative Role Description

Year Level Representatives play a vital role at Galilee. They ensure our school families are kept up to date with what is happening, create long lasting connections for our families and support the class teachers.

Year Level Representatives role is as follows:

- Coordinate and encourage involvement of year level parents to run one school event with the support of GPA
- Assist in community involvement volunteering with the support of Parent Partnerships
- Circulate a year level contact list to all parents
- Support new families that join the Galilee community
- Liaise with Parent Partnerships Leader to communicate with year level parents and distribute information regarding Galilee events
- Notify the Parent Partnerships Leader of families that might require additional support (births, deaths, hardships, illness, injury and so on)
- Ensure all communications with families are respectful of all staff, students and families and remain strictly for relevant information
- Conduct themselves in a professional manner at all times and be inclusive of all families in their year level
- Organise year group catch-ups with and/or without children ie park plays, drinks catch ups etc. (approximately one per term)
- Set a positive and confidential communication system with other parents and staff
- Be available to assist the classroom/excursions when required

You may also consider a class gift/acknowledgement for year level teachers for birthdays and end of year thank you

Please email Carmen Carnovale ccarnovale@gsm.vic.edu.au if you are interested in volunteering to take on this role or have any further questions.

All Year Level Representatives must sign and abide by the following policies:

Year Level Representative Registration Form

Child Safety Code of Conduct

School Parent Guardian Carer Code of Conduct

Parent Communication Group Guidelines

All Year Level Representatives must provide a current WWCC or VIT registration to the school office.