GUIDELINES FOR CLASS MOMS

Thank you for taking on this role! Your support is appreciated and together the teachers and class moms can make the school community a better place.

General

- Your role as class mom is to be the eyes and ears of the class. If parents have questions you cannot answer you can contact either your class teacher, or the teacher in charge of the area queried.
- Please pay special attention to any new parents as they many need more information than parents who have been in our school system previously. Many class moms arrange a breakfast or tea at the beginning of the year where new parents can be introduced to new parents. This promotes a community feeling where our parents all know and help each other.

WhatsApp Groups

- The class mom will be on the WhatsApp group "Classmoms 2025" as well as their child's class group along with the teacher.
- The purpose of the "Classmoms 2025" group is to insure that messages, important information and reminders are communicated in a quick, efficient and direct manner to parents. Every class mom will have their own style of communication: whether a weekly summary or daily reminders when needed. Most parents rely and are grateful for these reminders.
- Please be aware that if you are admin on the WhatsApp group, by law an administrator can be held liable for any comments on the group.
- Please ensure all parents are on the group and give an equal opportunity for moms / dads or both to be represented. There may also be au pairs, grandparents or care givers that request to be on the group for lifting or homework purposes.
- Please ensure that all messaged are school related and important information comes directly from the office. No outside marketing or advertising is permitted. Messages on the group should be relevant and not personal in nature.
- Please encourage parents to use reasonable hours (7am to 5pm) for messages and encourage others to keep their notifications on silent.
- Class and subject teachers should only be contacted directly if necessary between school hours of 8am and 4pm.
- As teachers cannot always respond timeously please contact the office during 8am and 3pm for any emergency.
- Remind parents to download the D6 communicator App where all the school information can be accessed.
- You do not need to duplicate information that is posted on the Admin Only School WhatsApp group.

Lifting

- Each class mom should create a roster for weekly lifts to off-campus activities such as tennis and swimming. Please send reminders on the day and help arrange substitutions when necessary.

Baker Sale

- Each term your class will be allocated a Bakers Sale. It is your responsibility to remind and co-ordinate the bakers sale with your parents.
- Please encourage "home" baked goods (not necessarily your home!) rather than sweets and chips. Popcorn, cupcakes, smores and brownies seem to be popular.
- It is also nice to have a dairy-free / wheat-free option if possible.
- Each item is set to sell at R5. Although some children bring more that R5, they are limited to one item at first with extras been offered once all the children have had a chance to purchase something.
- Set up to start just before 10am with 2 or 3 helpers. Goodies are stored in the office until ready to set up.
- ORDER OF CLASSES: Order does matter (according to the children!)
  Please call ECD classes once you are set up (can be anytime from 10:10am)
  Then the class who is hosting baker sale can be called at 10:20 followed be each Grade in ascending order. (i.e if it is Grade 4 baker day it would be Grade 4, 5, 6, 7, 1, 2, 3).
  Please send a child to call the next class.
- Money can be taken to the office where the secretary will cash up and bank the funds under your class name.

Teacher Gifts

- It is up to the class mom to decide with other parents how to celebrate a class teacher's birthday. Group gifts or class parties are arranged at your discretion. The school allocates an amount which will be given to you which could be spent on a present or a cake for the class to celebrate on the day or the school day close to their birthday.
- Similarly, end of year gifts can be arranged at the class mom's discretion. The end of year class party is arranged by the class teacher.

PTA and Parent Involvement

- Class moms are please to encourage parent participation in fund raising and school community events. One can join our PTA for the year, or even just for a function. While we understand many parents are working or are very busy, having support on the PTA can help to spread the load and make everyone feel part of the school.