



PARENT AMBASSADOR 2024 HANDBOOK

KING'S CHRISTIAN COLLEGE

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FROM THE HEAD OF PRIMARY

*“We sincerely appreciate
our Parent Ambassadors
and the valuable role
they play across our
Primary School
community at King’s!”*

We understand that you are already a busy parent, and your willingness to support our community in this way is a real gift to our school.

The purpose of having Parent Ambassadors for every classroom and year level in the Primary School, is to build a strong connection between our families, teachers, and classes, and the broader King’s Community.

As a large school, this is really important, and our hope is that all King’s families experience a real sense of inclusion and belonging. You may be able to support your class families by organising some social activities during the term, directing them to where they can find information they need, reminding them of important events, or providing some assistance to your classroom teacher.

BENEFITS

“I loved being a King's Parent Ambassador. The role enabled me to get to know other parents and support our teacher in a meaningful way.”

THERE ARE MANY BENEFITS OF BECOMING A PARENT AMBASSADOR, WHICH CAN INCLUDE:

- Being more involved in King's events and activities
- Using your God-given gifts to help build connection and community by helping parents build friendships and feel supported
- Spending time with your child and their peers at school
- Helping to support your classroom teacher
- Attending our Parent Ambassador events
- Offering and receiving prayer to support one another through life's highs and lows.

EXPECTATIONS

The Parent Ambassador role is not intended to be onerous, and it is our hope that other class parents will be willing to support you, by offering some time throughout the term to help with classroom tasks. The amount of time you can contribute to this role is very much dependent on your availability, and we really appreciate whatever that may be for you.

We have created a specific group for our Parent Ambassadors on Compass, and have added you to the group. This can be found under *My Groups* on Compass, and you can use this forum as a place to connect with other Ambassadors or contact the King's Program Coordinator if you have any questions.



ACTIVITIES

Parent Ambassadors assist with a variety of activities, and some of these are outlined in the next few pages.

INTRODUCING YOURSELF

Once you have been appointed the role of Parent Ambassador, a good starting point in Term 1 is to write a letter of introduction to your class parents, or post a welcome on your Year Level Facebook group, so that they know who to contact if they need it. You can send your introduction letter to your class teacher or the Parent Ambassador Program Officer, and they will send this out to class parents on your behalf. We are unable to share a list of parent email addresses due to privacy reasons. There is a *Parent Ambassador welcome* template at the end of this Handbook, or in the Parent Ambassadors Group on Compass.



READING WITH STUDENTS

Teachers often appreciate additional help from parents who can sit with students one-on-one and listen to them read or spell, to determine if students are ready to progress to the next level. By having a parent volunteer assist with this role, the teacher can focus on the rest of the class and their ongoing learning.

CLASS EXCURSIONS

Every King's Primary class will usually have an excursion once or twice a year, and this can be a great opportunity for you to spend time with your child's class, as they enjoy a learning experience at an external venue, such as a museum or nature park. Parent Ambassadors are given the first preference for attending excursions, as many parents are often keen to participate.

OTHER ADMIN ASSISTANCE

When King's are preparing for a large community event or activity, such as Easter Fest or Carnival Day, teachers may need some assistance with jobs like preparing artwork displays or carnival stalls. We also appreciate help with volunteering your time or baking for the Carnival Day Cake Stall.

There may also be other regular tasks, such as laminating or sticking sheets into homework books, which teachers may need help with, and they will generally contact the Parent Ambassador directly to seek volunteers. If you are unavailable for the task, feel free to post the details on the Year Level Facebook group to find volunteers. Teachers understand that there are times when no one is available to help, and they may be able to get support from admin staff, or parents from other classes.

COORDINATING SOCIAL ACTIVITIES FOR FAMILIES

One of the best ways to build community is by organising activities where parents and families can meet socially, and get to know one another. In the early year levels, particularly in Prep, many new families join our King's community and are keen to build friendships with other parents, for their journey at the College. We appreciate our Parent Ambassadors' help with creating these opportunities by inviting class parents to a casual coffee catch-up or social dinner, or by organising a play date at a local park or venue where the children can play and parents can connect.

The College's onsite cafe *King's Table* is a convenient place to hold your catch-up, as it enables parents to connect for a coffee after the morning drop off, or before afternoon pick-up time. You may even like to set a regular weekly or fortnightly time when you will always be available at the Cafe to meet new families.



SOCIAL ACTIVITIES - CONT'D...

Parent Ambassadors often like to plan a catch-up in the school holiday break to allow the students to reconnect before they return to school. You may already be stretched for time, or working during the holidays and unable to organise activities for your class, however, you might find there is another parent who really enjoys doing this, and you may be able to support them instead.

You may prefer to liaise with the other Parent Ambassadors in your year level to organise a combined social activity.

INVITING PARENTS

The best way to invite parents to any social event like a class or Year Level morning tea or dinner, is to share the event details on your Year Level Facebook group, so that everyone feels welcome to attend. You may even wish to create a 'private event' via Facebook, to share with your group, so that you can collect registrations and get an idea of numbers, especially if you need to book a restaurant in advance.

**Please note: King's cannot accept responsibility for an event that is organised outside of school, and it is expected that all parents cover their own costs of attending a social event, such as food or beverages.*

HELPING NEW FAMILIES CONNECT

Being new to a school can be one of the hardest adjustments for any family to make and we want our King's community to be one that is welcoming and inclusive.

As a new parent, trying to connect can be challenging, especially when commencing part way through a year, or in a later year level in Primary, when other parents have already built connections during the early year levels.

Parent Ambassadors can play such a valuable role in helping new parents connect by being the 'first friend' for a new King's parent and introducing them to other families you know in the community.

New parents will often reach out via their King's Facebook Year Level group to introduce themselves and try to organise their own social activities to connect with King's families. This can be daunting for some, and so we have introduced an email address as a way for new parents to connect with King's, so that we can put them in touch with you, as their Parent Ambassadors, to be a starting point for connection within our community.

connect@kingscollege.qld.edu.au is specifically for parents who wish to get to know other King's families. This is especially helpful for new parents. We share this email address in the College Newsletter and on the screens in the COLA and Prep Centre. Any emails that come to this address are shared with that person's relevant Parent Ambassador, to include them in any social gatherings.



COMBINED TEACHER GIFTS

We know how much our King's families appreciate their class teachers and many parents like to show their appreciation by giving their teacher a birthday present and/or Christmas gift.

Historically, Parent Ambassadors have collected money from parents to arrange a combined class gift, however, King's Management requested that this be stopped from 2023 for a number of reasons.

PLEASE DO NOT COLLECT MONEY FOR GIFTS

Combined class gifts can be problematic and onerous to manage and we request that Parent Ambassadors DO NOT collect money from parents for combined class gifts. Some families are already feeling stretched in the current economy and the added pressure of contributing in this way can be challenging. It is also difficult to track the funds and maintain transparency to parents for spending. Parents are still welcome to organise an individual teacher gift from their child if they wish.



SOCIAL MEDIA

Please ensure that you are a member of your Year Level Facebook Group. You can find the link to your group on our website under *Community > Communications* or by searching for it in Facebook. Most ambassadors will be added to their group by King's, but if not please ask to join so that we can give you access. King's staff do not closely monitor these groups as our parents are generally very courteous, and the questions posted in our Facebook groups are usually responded to by other parents.

If you come across any defamatory posts in a King's Facebook group, please take a screenshot and alert King's admin, using the email address at the end of this document.

If a parent asks a school-related question in your group, please direct them to the appropriate place in Compass so that they become familiar with using our preferred communication platform, rather than relying on you, or other parents, to supply them with the information. However, for simple questions, feel free to just post the answer.

PRIVATE CLASS FACEBOOK GROUPS

King's Primary request that Parent Ambassadors refrain from starting class Facebook groups, although Messenger or WhatsApp class chat groups may be used to share class-specific info. We always prefer that parents use the open communication channels available, especially when voicing any school-related concerns, so that King's can address these quickly effectively and ensure we maintain our healthy and positive school culture.



COMMUNICATIONS

PREFERRED METHODS

COMPASS

Compass is our main platform for sharing important King's news and information with the College community, while the Parent Portal provides information specific to your family. Hopefully, you are familiar with finding information on these platforms and check the Compass news feed regularly for any information that is relevant to your student/s. You may see something on Compass that is relevant to your class/year level, and want to share this information with parents in the King's Facebook group. If have any questions about Compass, you can contact King's IT Department, or speak to Primary Reception.

King's App is very useful as it makes it easier to view College information in Compass via your mobile phone, with quick access to your relevant Compass groups and notifications, the College calendar, Parent Portal and the current newsletter. Download free from the App store.

APP

FACEBOOK

There is a Facebook group for every Year Level at King's. These groups are not closely monitored by the College but they are useful for Parent Ambassadors and parents to post reminders, or share details for social activities outside of school. Please join your relevant Year Level group/s if you are a Facebook user (see previous page for more information). We recommend that you also join these useful Facebook groups and pages: *King's Reedy Creek*, *King's Christian College Parents and Friends*, and *King's Buy Swap Sell*.

EXAMPLE OF AN INTRODUCTION LETTER

Welcome to <insert class name>!

I am pleased to introduce myself as your Parent Ambassador this year. My name is <insert name> and my child in (insert class name) is <insert child's name>. <Add any other information about yourself you wish to include>.

As the Parent Ambassador, my role includes helping our class families feel more connected with one another and with our school community. We are also there to support our King's families with prayer or other support, if you ever need it. I will also be helping the teacher with some other class tasks throughout the year too, so please let me know if you wish to volunteer your time regularly, or just from time to time.

Hopefully you are familiar with King's Compass as the main platform used by our school to share important news and information. If you are new to King's, or have not used Compass before, you can phone King's IT Department or speak to Primary Reception. The free King's App is very useful as it makes it easier to view Compass information on your mobile phone.

There's a private Facebook group for King's parents in each Year Level. This is where I'll share any details for our parent or family social activities and other helpful College info. Please join the relevant year-level group if you are a Facebook user. Other useful Facebook groups include 'King's Reedy Creek,' 'King's Christian College Parents and Friends,' and 'King's Buy Swap Sell.' If you're not a Facebook user and would like me to contact you about any social events for class parents and families, please feel free to email me with your details so I can keep you up to date.

My email address is: <insert email address>

I look forward to connecting with you this year and I wish you and your family a fantastic 2024!

Best wishes,
<insert name>

KING'S

CHRISTIAN COLLEGE

King's has a designated staff member in the College Marketing Department, who oversees the Parent Ambassador program. Please contact Charlotte McCullough via email cmccullough@kingscollege.qld.edu.au if you need any help in your role as a Parent Ambassador.

THANK YOU FOR SERVING
OUR SCHOOL COMMUNITY!

