

## 班代

班代是學校教務工作重要的角色，是教師與家長之間的溝通，也是學校與家長之間的溝通。

職責：

- 安排及聯絡本班教室內的room parent輪值，而不與導護值勤衝突
- 每週以email或電話的方式提醒家長room parent值日與職責
- 開學協助領取教科書
- 協助家長參與校內外活動，如學術比賽，新春聯歡，謝師宴，等。
- 收班費，合理運用班費，並有支出明細表，準備學年中和學年末代表全班的小謝禮送給老師與助教 (appreciation gift).
- 義務配合老師教學需要，協助購買老師教學需要以及教學消耗品。
- 參與開學前的幹部會議
- 通知所有家長，學校活動及新聞，必要時以電話聯繫。
- 隨時提供建議或家長意見給校方。
- 如有交接新的班代名單必須在學期結束前交給校長。

## **Class Rep**

Class Rep is an important role in school administration work. Class Reps not only are the main point of contact between teachers and parents, but also the communication between the school and parents.

### **Responsibilities:**

- Maintain a Room Parent Roster. Parents are responsible to make sure the rostered dates are not in conflict with security duty or other obligations.
- Notify Room Parent of the scheduled duty and responsibilities
- Remind and encourage parents to participate in campus activities, such as academic competitions, Chinese New Year Celebration, Teacher Appreciation Banquet, and so forth.
- Maintain a class budget. Collect class funds from each student on a needed basis. Class funds are used to support any additional materials needed throughout the year, prepare a mid-year and year-end appreciation class gift for the teacher and TA.
- Attend Class Rep or Staff meetings.
- Collect and distribute textbooks to class
- Communicate and relay information between teachers, parents, and school for school activities and news.
- Provide suggestions and parent feedback to the school.
- If a new class rep is elected, please let the principal know before a new school year begins.