

APRIL 2015

Class Reps - What do we do?

Class rep is an important and rewarding role. Class reps help build a sense of community among the class parents, and it is they who provide the link between the parents, the PA and the Head Teacher/Senior Leadership team.

Attendance of Class Rep meetings

These are held monthly with the Deputy Head Teacher. Class reps feed into the agenda any generic point regarding the school that your class parents have raised with you.

Parental Help in Class

Liaise closely with the Class teacher to organise parental help in class.

Communication

Some teachers appreciate help with communication to parents. Also providing feedback to parents/carers on matters/issues raised.

Maintaining Class Lists

Keeping (and circulating) an up to date list of all the children in the class and their contact details. It is very important to get everyone's permission to be added to the list. This is a very handy list for everyone in the class to have, for everything from play dates to emergency pick-up help!

Organising Socials for Parents

Class coffee mornings and parents' evenings are always good fun and the most effective way of generating a good team spirit in your class (which makes enlisting volunteers for school fairs much simpler and easier when the time comes). It is totally at your discretion how often to organise them; Although as a general rule, drinks are usually held at Christmas and at the end of the school year, and coffee mornings a minimum of once a term.

Christmas Fair and Summer Fair

Every year group is allocated stalls and class reps are responsible for co-ordinating the preparation, rota and clearing up, this is a vital role without this help the event would not take place.

Once the fair is over, you are asked to gather feedback positive or negative and provide them in a written or verbal report.

Teacher's Presents

Again this is at your discretion. Sometimes parents prefer to get together and pool money to buy presents for the teacher at Christmas and end of year and if so, the Class Reps co-ordinates this. Class reps also generally co-ordinate a card or similar for the teachers with messages from the children at Christmas and end of year.

Key Expectations for Events:

- Summer or Christmas Fair: Class reps asked to volunteer/ help find volunteers for stalls plus help with tidying up after the event.
- Other events such as concerts, new parents evening: Class reps are asked to volunteer/help find volunteers to provide refreshments.