

Class Representative Information

Class Reps play an important role in building good communication between parents and the school. They are the liaison between the class teacher and parents. Class Reps have their class teacher's email address and have regular meetings with the Headteacher/Leadership Team to discuss any issues raised by parents. They are also welcome to attend PTA meetings and help with fundraising or appoint another parent to represent their class at PTA meetings.

CLASS REPS KEY RESPONSIBILITIES

Supporting the school to ensure good communication through:

- **Communicating key information to parents.** Class Reps will have their class teacher's email address and can clarify or give additional information to parents. They may for example pass on general information about the school or class that has not been included in the regular bulletin.
- Class Reps will seek agenda items from their class' parents to bring up with Headteacher/Leadership at termly meetings
- At the beginning of the year, class teachers and class reps will meet to confirm expectations regarding response times for emails/communications.
- **Maintaining Class Lists** – A list of all parents in the class, with their contact details should be created and circulated at the beginning of the year. The information is confidential and cannot be obtained from the school. New parents should be approached and asked for details and permission to circulate them.
- **Inducting new parents** – Starting a new school can be daunting, especially learning all the new routines and expectations. Class Reps will be given the contact details of new parents (with their permission) and asked to make contact and where possible organise an informal meeting, such as a coffee morning, to welcome them.
- **Organising Social Events for Parents** – Coffee mornings and social evenings are an effective way of helping parents get to know each other and generating a good team spirit in your class.
- **PTA Events** - A big part of the work of the PTA is to help organise fundraising events for the school. Class Reps do not necessarily need to attend PTA meetings but they should try to ensure there is class representation at each meeting. They will work with the PTA to organise class parents to help and support running these events.
- **Next Year's Reps** – Towards the end of the year Class Reps should try and find at least two volunteers to take over responsibilities in September.

LEADERSHIP RESPONSIBILITIES

- Attend termly meetings with class reps and inform them of dates in advance.
- Minute meetings and publish on website