

CLASS REP GUIDELINES 2023

INTRODUCTION

Thank you for volunteering to be your Class Representative – otherwise known as Class Rep! Being a Class Rep is an important and rewarding role. Class Reps help build a sense of community among the parents, and they provide a valuable link between the parents, the school and the PSA (Parent and Staff Association).

If you haven't already, please let the Class Rep co-ordinator know that you are the Class Rep for your class and which class that is! If you are unsure who the Class Rep co-ordinator is, please ask the School Office. Please also let you know your Class Teacher know that you are the Class Rep.

If your class already has a What's App group, then at the start of the year this can be re-named with the new class name. If you are starting a new What's App group (most likely in Nursery and Reception) then you can approach parent/carers in person at school to ask if they would like to join and / or ask the class teacher to drop a note in the children's school bags, to ask if they would like to join the group, with your contact number.

COMMUNICATING WITH YOUR CLASS TEACHER

It is important that the Class Rep makes themselves known to the class teacher. The class teacher can therefore update you directly on any important information which they may ask you to relay to the class. You should also ask that the teacher introduces you to any new parents/carers so that you can ask them if they want to join the class What's App group.

COMMUNICATING WITH CLASS PARENTS/CARERS

It is important for the Class Rep to make contact with the other parents/carers in their class and inform parents/carers about key aspect of social events with which they are unfamiliar.

The Class Rep should maintain, and update if necessary, a class contact list with contact details for parents/carers. However, please be aware that it is optional for parents to provide their contact details and Class Reps need permission to share the contact details with other parents/carers (in line with new requirements under GDPR). Contact details should only be used for the agreed purpose for which they were supplied.

Class Reps should send out a regular messages to the parents/carers in their class, informing / reminding them of upcoming PSA events, asking for volunteers, reminding them of ticket sales, dates of events, etc.

It is important to remember that Class Reps are representing the school and should maintain a professional approach when dealing with parents/carers ensuring they respect the views of both parents and the school.

It is not the class rep's responsibility to duplicate the school's newsletter or remind parents of every single event in the calendar or weekly homework or uniform etc.

PSA

An important role of the Class Rep is to support the PSA in finding volunteers for fundraising events.

PARENTAL HELP IN CLASS

Each teacher may seek different support from his or her Class Rep. Teachers may ask parents/carers to help with:

- Walking with the class to Mass
- Changing reading books
- Listening to children read
- Helping on school trips
- Providing costumes and props for plays
- Organisation for class parties

All volunteer helpers must have read, understood and agreed to abide by the volunteers' Code of Conduct. This covers key safeguarding requirements and can be found on the school's website.

Volunteers must be aware that they must not take photos at any events / trips etc that they help at.

DEALING WITH PARENTS' GRIEVANCES

If a Class Rep is approached by a parent about a grievance/query, the Class Rep is to direct the parent to the class teacher. It is inappropriate to provide a sounding board for unhappy parents about any issue regarding the school and it is important that Class Reps inform parents to direct any queries through the approved school system:

1. Class teacher
2. Deputy Headteacher
3. Headteacher

DEALING WITH PARENTS AND MONEY

At some point, within the role, the Class Rep may be responsible for organising a collection. If a Class Rep is collecting money, pressure should not be placed on parents/carers to contribute; no fixed amount of money should be requested, and it should be made clear

that all contributions are voluntary. Class Reps often use an app such as Collectiv as an easy way for parents/carers to contribute to a virtual collection pot as it generates a link that can be easily shared.

THE CLASS REPRESENTATIVE CO-ORDINATOR

The Class Representatives are led by a Class Representative Co-Ordinator. His/her roles and responsibilities are as follows:

- To act as a link point of contact between the school, the Class Reps and the PSA
- To organise and chair the Class Representatives meetings held each half term
- Maintain an up-to-date Class Representatives contact list
- To support PSA events by co-ordinating communication, making sure that Class Reps know event dates and know what is expected of them

WHAT'S APP GUIDELINES

Class Reps should not forward any information to their class that is not school related e.g. passing on personal requests, details from parents of items for sale, promoting businesses etc. If you are asked to do this, please ask the parent concerned to speak to the school office.

Class What's App groups not be used to share photos.

In case of doubt about the content of a message, the Class Rep should seek advice from Mrs Cahill.

CLASS CAKE SALES

- Cake sales take place nearly every Friday and a weekly rota is circulated by the Class Rep coordinator.
- The Class Rep will need to organise the donation and sale of cakes for their class's scheduled Friday sale.
- Ask parents/carers to either buy or bake cakes to sell.
- Ask parents/carers to help sell the cakes.
- Please remind parents/carers that the school has a NO NUTS policy.
- If parents cannot help at the cake sale, they can leave cakes at the school office in the morning.
- On the day, you will need to allow 15-20 minutes to set up. There are tables and a cake sale box (with napkins, bags, tablecloths, bin liners etc) in the PSA Shed. The float will need to be collected from the school office.
- Set up by the main gates.
- Cakes should be priced at 25p, 50p and £1
- Any unsold cakes can be left in the staff room
- Please put clean up (rubbish can be disposed of in the big bins at the car entrance to the school car park) and put everything away when the sale is finished, count up takings and return the cash to the school office.

- If the napkins or bags run out PLEASE let the class rep coordinator know.

OPTIONAL EXTRAS

Some Class Rep like to organise social evenings or events for the parents/carers in their class, for example curry nights. This is always welcome, but not expected of the Class Representatives.

At Christmas time, or at the end of the school year, some parents may want to say 'thank you' to the teacher/s. The Class Rep may want to consider organising something, such as a card or gift from the whole class.