

CLASS REP GUIDELINES 2025

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).

The Class Reps help communicate important information, along with recruiting volunteers and encouraging support for school and PSA events.

It is a really important role, but not a difficult or overly time demanding one and the Class Rep Co-ordinator, school and PSA are here to support you.

These guidelines should answer any questions about the role but always feel free to ask the Class Rep Co-ordinator, PSA or School Office if you have any questions.

COMMUNICATING WITH THE CLASS REP CO-ORDINATOR

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.

The Class Rep Co-ordinator will share information from the school and PSA that needs to be forwarded on to classes (see further information on Class Rep Co-ordinator role below).

COMMUNICATING WITH YOUR CLASS TEACHER

It is important that the Class Rep makes themselves known to the class teacher. The class teacher can then 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 WhatsApp group.

COMMUNICATING WITH CLASS PARENTS/CARERS

The Class Rep should maintain, and update, a class contact list with contact details for parents/carers.

Please be aware that it is optional for parents/carers to provide their contact details and Class Reps need permission to share the contact details with other parents/carers (in line with requirements under GDPR). Contact details should only be used for the agreed purpose for which they were supplied. When asking for contact details to create a WhatsApp group or contact list make sure you make clear that the details will be visible to others in the class and check they are happy with that.

If your class already has a WhatsApp group, then at the start of the year this can be renamed with the new class name. If you are starting a new WhatsApp 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.

Class Reps will send out 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. The messaging to share will generally come from the Class Rep Co-ordinator or class teacher.

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

SUPPORTING THE PSA

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

Requests for support will come via the Class Rep Co-ordinator to filter out to classes.

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
- 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 [Volunteer Code of Conduct](#)

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 not the role of the Class Rep 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. Assistant Headteachers
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 Reps are led by a Class Rep 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. (These meetings are an opportunity to get to know other Class Reps and the Class Rep Co-ordinator and meet with the school. They are voluntary to attend but a great way to meet others and exchange ideas.)
- Maintain an up-to-date Class Reps 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

WHATSAPP GUIDELINES

Class WhatsApp groups are used to share information from the PSA, school, Class Rep Co-ordinator and coordinate volunteers and support for school events.

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 must 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 Co-ordinator. The money raised at the cake sales goes directly into a pot which supports our classes purchasing additional resources.

The Class Rep will need to coordinate the cake sale for their class's scheduled Friday sale. This will include:

- Ask parents/carers to either buy or bake cakes to sell. These can be left at the school office in the morning or dropped at the sale at pick up. **When asking please remind parents/carers that the school has a NO NUTS policy**
- Ask parents/carers for volunteers to help sell the cakes (3 volunteers would be sufficient)

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 key for the shed can be collected from the school office)
- The cake sale float will need to be collected from the school office.
- Set up is by the main gates or in wet weather under the covered area outside the Y3 classrooms
- Cakes should be priced at 25p, 50p, £1 and £2
- Any unsold cakes can be left in the staff room
- Please clean up and put everything away in the shed when the sale is finished. (Rubbish can be disposed of in the big bins at the car entrance to the school car park)
- Count takings and return the cash and float to the school office.

If the napkins or bags run out, PLEASE let the Class Rep Co-ordinator 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 Reps.

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 Reps may want to consider organising something, such as a card or gift from the whole class.