

**Class Reps**

Each class within NAS Dubai requires a minimum of 1 parent to take on the role of Class Rep. The job can be shared between 2 or 3 people if you prefer working with other parents.

The class rep meetings will take place at least once per month. We ask that all class reps or a representative attends each one. This is where the majority of the information from the PA will be given. The class reps are automatically part of the large volunteer group called upon to assist with school and PA events.

**Communicate**

* Create a class list for all class parents that include email address, contact numbers, children and birthdays. To be distributed to all class members.
* Act as a basic communicator between PA and class parents.
* Liaise with class teacher if there are any important messages or assistance required within the class.

**Contribute**

* Be the link between the PA and class by receiving and passing on information regarding PA events and activities.
* Organize, manage and coordinate your class responsibilities for the PA events. i.e. class activity stall at Family Fun Day, bake cakes for Chatter Box Café etc
* Attend Class Rep meetings

**Celebrate**

* Act as social secretary. This can be in the form of organizing class play dates, parent coffee mornings, evenings out.
* Coordinate and / or collect donations for teachers / leaver / charity. This is not required and should only be undertaken if the class feels it appropriate.

Again thank you for volunteering your time.