



# Class Representatives Role

## Class Reps - What do we do?

Being a 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 and the PTA board and the Principal/Senior Leadership team. Class reps are invited to attend the PTA class rep meetings to gain a broader understanding of what the group does for the school, and to lend their expertise and time if they choose. Below is a summary of what a class rep does. Typically there are two class reps per class.

## Attendance of Class Rep meetings

These are held on the third Wednesday of the month with the PTA board and occasionally the Principal. 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
- Send out emails to parents asking them for help in class events and parties

## Communication:

- Promote the activities of the PTA to your class
- Encourage parents to support and volunteer for PTA events and activities
- Act as a point of contact for parents to put forward ideas and suggestions for fund raising activities or how they would like funds to be spent

## Optional Tasks

### 1. Organising Socials for Parents and children

Class coffee mornings, play dates 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. Year group coffee mornings can be organised under the guidance of key stage class rep coordinator.

### 2. Teacher thank you gift

This is at your discretion. Sometimes parents prefer to get together and pool money to buy presents for the teacher at 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 end of year.

This is not an exhaustive list but provides a guide to the role of a class representative. The PTA hopes that you enjoy being a class representative, ensuring that all children at the school benefit from all the commitment and hard work of the PTA. Please remember that if you as a class representative have any concerns, then do not hesitate to contact the PTA board ([bisadPTA@gmail.com](mailto:bisadPTA@gmail.com)), we are there to support each other for the benefit of the school.