



Guidelines for the Role of CLASS REPRESENTATIVE 2014/2015

1. Make initial contact with new families. The teacher or the PTA Admissions person will notify you when there is a new student joining the class. Where possible, please make contact with the new family.
2. Support the PTA as the link between the PTA, class teacher and parents.
3. Help the teacher or organize volunteers to help with special one-off events e.g. Winter Party.
4. Coordinate leaving photos. If a child is leaving from your class, the PTA Admissions Rep will contact you. Anne-Marie will print off the year group photo, which is passed to the teacher and he/she will arrange for the children to sign it. Once signed, the photo is passed on to Renata at Reception who will arrange for it to be laminated. This can then be returned to the teacher to hand over to the child at the leaving assembly.

Optional Duties

5. Coffee mornings. Some classes may wish to meet up for a chat or to plan class events. This is a great way to get to know other parents in the class. If you would like to meet in the school dining room, send Kim an email at pta.bisb@hotmail.com to check that the space is available.
6. Other events. You can arrange events such as end of year dinners/parties with teachers and parents. It is lovely for parents to socialise and it is meant as an expression of thanks to the teacher. But please be aware that not all teachers welcome such events so please check with them first. Please understand the delicate nature of the costs of such events and ensure that participators understand their part in it, making the event both viable and fun.
7. Please could we request that all email communication with parents be in English.
8. Teachers' Gifts. Last year the PTA decided that it was up to the individual Class Rep to choose whether they wished to collect money towards a Christmas/end of year gift for the teacher. The same applies this year. Please take into consideration:
 - a) Some Class Reps feel uneasy asking their parents for money. However, if another parent within the class would like to take on this role, then please feel free to ask.
 - b) In the past parents have felt uncomfortable being asked for money especially if they

would prefer not to participate. Please be sensitive to your parents' responses. Some parents may wish to do an individual gift from their child as a sign of thanks for the teacher.

c) If you would like to arrange a monetary collection towards a gift for the teachers as an expression of thanks from the children, please allow parents the choice of opting out of the collection, and please do be aware that subject to different circumstances, what you consider to be an appropriate amount of money, some parents might not feel the same way.

9. We have been requested not to ask the teachers to put flyers into book bags and not to write notices on the white boards outside the classrooms. Please speak to your teacher first if you would like to put a notice up.

10. Please do not contact your parents by email until the school have sought permission from parents to use private email addresses. Please understand that some parents do not wish to make their details available.

N.B. It is ok to share these responsibilities with other parents in the class. The PTA would like 1 contact person for email communications.