

Guide for class representatives

Firstly, thank you so much for being a rep - there are a few things that keep the wheels turning at school and the reps can really help. It's hopefully not too time consuming. So:

Here's a quick list of the usual things reps do.

1: Email a date for drinks / picnic or similar about once a term

These are always good for a bit of bonding. Often reps organise these across both classes to ensure a decent attendance.

2: Help gather volunteers for a stall and organise the rota for the Summer and Winter fairs

Normally using a bit of email or asking people in the playground.

3: Organise a present for teacher and TA

Usually at Christmas, and end of Summer term. Popular choices - a bottle or John Lewis / similar vouchers.

4: Remind people to bring cakes for a bake sale / whatever sale

Bake sale details will be given nearer the time. In summary - we don't have to stick to cakes, we can do a book sale, clothes, whatever. Healthy schools and all that. But it's basically a playground sale assigned to each year group, spaced through the year.

5: Send out reminders to the class

Sometimes the class needs a nudge for parents to come on a trip, or a reminder about PE kit or something.

6: Come to meetings

We do need reps (as well as other organisers) to come to the PTA meetings where possible. We have an AGM (Annual General Meeting) once per year, and then a meeting for each of the two main fairs. Fair meetings are usually 9am in the music room. Other things can be arranged via email / whatsapp etc.

To do this it's important to have an up-to-date list of class emails. Some classes also have an active WhatsApp group which can be effective.