



ST ANDREW'S C.E. PRIMARY SCHOOL

Being a class representative!

Being a class representative is an important and rewarding role. Class reps help build a sense of community amongst parents and they help provide a link between parents, teachers and the PTA. Class reps can be one person or a team of people in the year/class. Typically, the duties of a class rep include...

Maintaining class lists

Keep and circulate an up-to-date list of all children in the class and their parents' contact details. This is useful for everyone to have, for everything from play dates and party invitations, to emergency pick-up help! It must not be circulated outside of the school community or used for commercial purposes and parents must give their permission to be on the initial list.

Organising social events for parents

Evenings out are always good fun and a great way for parents get to know each other, especially newcomers to the class/school. They can generate a good team spirit in your class!

Providing a communication link

Class reps facilitate communication between parents in the class, for example by setting up a class WhatsApp group and/or a Facebook page for the year group. They also provide an extra link between the teacher and parents, for example by passing on messages and issuing reminders about school trips, events and other important issues. They can also help to pass on any news and notices from the PTA.

Christmas and summer fetes

The PTA normally organise a fundraising fete every summer and Christmas. Every year group is allocated a stall for each of the fetes and the class reps are responsible for co-ordinating the rota of parent volunteers for the day, to cover set-up, running it and clearing up at the end of the event.

Teachers' presents

If your class decides to give the teacher and teaching assistant(s) a Christmas/end of year present, the class reps usually organise this, as well as a card with messages from the children.

Leaving presents

Sometimes if a child in the class leaves the school, class reps co-ordinate a leaving card and gift.