



THE ROLE OF CLASS REPS

This is a guide the PSA Committee, the Infant and Junior schools have put together for the role of the class rep. All the support you offer the PSA and the school is greatly appreciated. Thank you.

Being a class rep is a great way to become involved in the school community, get to know other parents/carers in your own class and across the school, and interact with the class teacher. There are usually two per class and reps are only expected to take on the role for one year. Here is our guide to help you.

- Act as a contact for the class teacher, check if any resources or help are needed (e.g enough help for class trips). If there is information that you think would be pertinent to the class about a school event, its best to check the details with the teacher before sending out.
- Organising a social event once a term – this can be evening drinks or coffee during the day and should be seen as an invitation to all parents/carers in the class.
- We would ask that at least one representative from each class attends the PSA meetings to ensure their class is up to date on events and school news.
- Organising collections for teachers/teaching assistants for occasions they see fit (i.e. Christmas and end of year). Some classes extend this to other support staff such as dinner ladies.
- Helping parents/carers to get involved with school and PSA activities and events. All parents have something to contribute and it would be great for reps to try to encourage this. This means liaising with other class reps who are organising events and encouraging your parents/carers to become involved in whatever ways they can.
- As a class rep it is important that you reflect the ethos of the school and are inclusive of and encourage the involvement of parents from all backgrounds. This has a positive impact on all the children in the class.

Communication :

The PSA has started to use a new form of communication website and app called Classlist. Classlist is designed specifically for this purpose and ensures that the PSA is GDPR compliant. It is a great tool for sending out information, organising events and giving parents/carers in different classes the opportunity to contact each other outside of school. The PSA uses it frequently to send out pertinent messages to the whole school.

However not everyone has/will join, so we ask that reps have an inclusive method of contacting everyone in your class for example email, WhatsApp, letters in book bags and posters outside the classroom.

If you are a first-time rep please try and introduce yourself to everyone in your class, we want to make sure everyone has at least one friendly face in the playground.

If you are inheriting a contact list from the previous rep please send a message explaining that this will only be used by other contacts in your class to communicate about parties, school news, relevant information for your class and PSA news. Also ask to be contacted if people no longer want to be on the list, and make sure it is updated (this will help us to ensure we are GDPR compliant). Please do your best to keep the list up to date, so if children leave your class their parents/careres are removed. If you have a new pupil in your class, please introduce yourself and add contact details to the list (if appropriate).

Thank you for helping by being a rep this year.