



Role of the Class Representative

The PTA ask for a representative from each class to support the PTA by circulating emails about forthcoming events and fundraising ideas. The Class Rep may also choose to arrange social events for parents in their class. Parents of Reception children are invited to give their details to be included on a class contact list. The Class Rep should compile this list (or keep it updated if passed from a previous Class Rep) and circulate to the class. If new children join the class the Class Rep should contact parents to ask if they would like to be included on the list.

- Reps will be asked to forward emails on behalf of the PTA. They should do this as soon as possible. As all people on the class list have voluntarily given their email addresses for distribution to the class, it is not necessary for the addressees to be blind copied.
- At the Summer Fun Day each class runs a stall. The Class Rep should ask parents to help on the stall and compile a rota of helpers.
- In recent years parents from Year 6 have chosen to create a Yearbook and hold an end of year party. The Class Rep may choose to organise this or ask for help from other parents. These activities are however optional and are dependent on having willing volunteers to organise them.
- Reps may also choose to send their own emails to the class to muster up support for PTA or school events, in terms of: Encouraging attendance at events and support for PTA donation muffin days as well as reminding parents of deadlines for ticket requests and forthcoming school events e.g. assemblies/class open time.

Class Collections for Gifts

- Typically, Class Reps have coordinated a collection for the class teacher and assistant at the end of the school year. The following should form the basis of the e-mail class reps send to initiate this collection:
"I am arranging an OPTIONAL class collection for Mr X and Mrs X. You may choose to donate an amount of your choice, which will be gratefully received. No amount is being proposed. You may donate by placing money in an envelope and passing it to me. You may however choose to make your own arrangements and not be involved in this collection."
- Some Class Reps may choose to do a collection at Christmas as well. However, neither are mandatory requirements of the role.
- Birthdays - It is not the role of the class rep to organise collections for children's birthdays.

Areas which are not the remit of the Class Representative

- School Questions/Complaints - Class Reps should advise parents/carers to contact the school office.
- PTA Questions/Complaints - Class Reps should advise parents/carers with any comments, feedback or complaints about PTA business to contact the PTA Chair via the email address stamfordgreenpta@gmail.com or the mailbox which is inside the school entrance.
- Lost Property - The class rep should advise parents to send their own email to the class if they wish to do so.

Communication

- It is important for the Class Rep to keep communication by e-mail with the class to a sensible level, in order that people do not feel bombarded and keep motivated to be involved. It should always be positive and encouraging and limited to PTA business, whole class social events and appropriate school information (as given above).
- Whole class emails, social media and messages should not be used by the Class Rep, or other parents, to promote business or personal views.