



Class Rep – Quick Reference Information

ACTIVITY	ROLE OF CLASS REP	OPTIONAL ROLE OF CLASS REP	NOT ROLE OF CLASS REP
COLLATE/MAINTAIN CLASS LIST AND CIRCULATE TO PARENTS/CARERS	√		
FORWARD EMAILS FROM PTA TO CLASS AS SOON AS PRACTICABLE	√		
ENCOURAGE ATTENDANCE AT PTA EVENTS, SUPPORT FOR DONATION MUFTI DAYS, REMINDERS FOR TICKET DEADLINES		√	
SUMMER FUN DAY STALL HELPERS ROTA	√		
TEACHER/ASSISTANT TEACHER COLLECTIONS FOR YEAR END AND/OR CHRISTMAS		√	
CLASS CHILDREN'S BIRTHDAY COLLECTIONS			√
DEAL WITH PARENTS COMPLAINTS/ISSUES RELATING TO SCHOOL BUSINESS			√
DEAL WITH PARENTS COMPLAINTS/QUERIES RE PTA BUSINESS			√
CIRCULATE EMAILS FROM PARENTS RE LOST PROPERTY			√