



# St Augustine's

## PRIORY

### Class Representative Role Description

*This is a guide to the Class Reps role and responsibilities*

The tasks can be shared between two people and also delegated to other parents. The role can be rotated every year – ideally in September.

The school is very grateful to anyone who offers to be a Class Rep and does not intend for Reps to feel over-stretched so please adapt the role to suit your circumstances.

#### **The role:**

1. To produce a class list and email it to each parent, to include child's name, surname, child's D.O.B., allergies, address, telephone numbers, email addresses and parents' names. Keep an up to date master copy and circulate at least once a year (more frequently if a major change occurs e.g. a new girl joins).
2. To be a point of contact for new parents and welcome them to the class.
3. To attend the Class Reps Evening Meeting once per term (or appoint someone else to stand in). Communicate notes from this meeting on all fund raising activities to your class and help the Parents' Fund Raising Committee enlist any help needed to support and run the events.
4. To organise social evenings for your class on a regular basis (once or twice a term). This includes offering to organise a group from the class for social events e.g. the quiz night and encouraging parents to attend. Not all year groups will have the same uptake on social events so please only do what you feel comfortable with.
5. To collect money and organise the Christmas and end-of-year gifts and cards for the teacher(s,) if desired by the majority of the class.

The role is closely connected to The Parent's Fundraising Committee. We solely fundraise and work with the school, to establish where the money raised should best be allocated. The Class Rep also helps to build a feeling of community between the parents in their year group.

**N.B. None of us are able to act as liaison between other parents and the school. If approached by a parent with a query or complaint, please ask the parent to contact the school directly. They should write to the Form teacher in the first instance, followed by Mrs Tippen for the Junior School and Mrs Collins for the Seniors.**