

## **Main Responsibilities for Class Reps – Coleridge Primary School Sept 08**

As one of the key communication links between the school and the other parents/carers in your class, class reps play a vital role. It's enjoyable; the jobs are varied and are spread across the year. Below is a note of the main tasks.

### **Parent / Carer Link**

- Making a class list of children and parents/carers names, addresses, phone numbers and emails. Keep it up to date, distribute this to the whole class and put a few copies on the notice board in your classroom. Ask the rep/s from last year to send you last years information to make it easier.
- Organising social get-togethers for parents/carers in your class. These can be daytime or evening, and either in a volunteer's home or at a café or bar – or any combination of the above! Most reps try and arrange an event each half term if possible. Put posters up in the class and email everyone to let them know about each event. If you want to meet in the pub, the Maynard and Railway Arms are usually the quietest.

### **Events Link**

- One of the things that Coleridge does really well is to run a series of fund raising events throughout the year. Your task as rep is to manage the event that has been allocated to your class, the stall at the summer fair and the cake sale which is run across your year group. The important thing to remember is to try not to do everything yourself – the art of a good rep is to manage the potential a resources in your class to help in terms of parents/carers. For a lot of the events to work well, many hands are required to share the load. Please read the events calendar to see which event your class is organising and your cake sale date. Your stall at the summer fair is still being decided and will be discussed with you nearer the time.
- One your event has finished, we need to learn from your experience to pass onto future reps. Please send all your comments after your event to your Rep Co-ordinator who will arrange for the manual to be updated.

### **Coleridge Families Link**

- You are welcome and encouraged to attending the Coleridge Families meetings – these are once a term and your Rep Co-ordinator will send you the dates.
- Communicating back to your class about these meetings – please ensure the minutes of these meetings are up in the class
- If a parent wants to raise an issue at a meeting, but is unable to attend, stand in for them or let the rep coordinator know.

### **Class Teacher Link**

- Co-ordinating with your class teacher on general information – introduce yourself to your class teacher and the teachers assistants.
- Keep the parent/carer notice-board in your class up-to-date & tidy. Make sure it has the latest copy of the class list, letters that have been sent home and any other information. When we meet, I will take a photo of you to put on this notice board so all parents/carers are clear who their reps are. If you happen to have an electronic photo of yourself please email this to me to use instead.

### **Governors Link**

- Let your class know who the governor for their year is – we will give you a list

### **Class Liaison**

- We need to sell various items within the class (parents/carers) throughout the year and we need you to be the liaison into the parents/carers in your class. This may be photos and CDs from the school play, paintings that kids have made that have not been sold at the school fair or other

items throughout the year. All cash needs to be given to the office or your class rep Co-ordinator with a note of how much, the items sold and your class.

**Class Rep Coordinator**

- If there is anything else you'd like to know about being a rep, please call Katy Kinloch, the class Rep Co-ordinator or grab her at school. She has Emma in 5S and Sophie in 2L.
- Her details are : email - [reps@coleridgefamilies.co.uk](mailto:reps@coleridgefamilies.co.uk)