



Developing Potential without Limitations

Class Representative Handbook

INTRODUCTION

Congratulations on becoming a Class Representative. Being a Class Representative is an important and rewarding role. Class Representatives help build a sense of community among the parents, and they provide a valuable link between the parents and the school.

THE ROLE

The role of the Class Representative is to provide a link between the class teacher and the parents. It is a collaborative role that supports the teaching and learning within the classroom, is supportive of the class teacher and the school, whilst also enabling the parents to have a voice within the school. Fundamentally, the role of the Class Representatives is to work towards the common goal of developing every child's potential without limitations.

Class representatives meet at the beginning of each term with their class teacher to discuss the term ahead for the class.

PARENT REP GROUP MEETINGS

The Parent Representatives Group meets approximately once a term with the headteacher to discuss issues that have been referred, either from class parents or possibly from Governors' meetings. Class Representatives minute the meetings. If the Class Representative is unable to attend the Parent Council meeting, they are encouraged to invite another parent from their class to attend on their behalf.

PTA

Class Representatives are invited to attend PTA Committee meetings, as are all parents, to gain a broader understanding of what the PTA does for the school, and to lend their expertise and time if they choose. More information about the PTA can be found on the school website.

COMMUNICATING WITH CLASS PARENTS/CARERS

It is important for a Class Representative to get to know the other parents/carers in the class and inform parents/carers about any aspect of the school and social events that they are unfamiliar with.

The Class Representative should maintain, and update if necessary, a class contact list with email contact details for parents/carers. However, please be aware that it is optional for parents to provide their contact details and Class Representatives need permission to share their contact details with other parents/carers.

Class representatives should send out a regular email to the parents/carers in their class, sharing Class Representative meeting minutes, informing them of upcoming events, reminding them of ticket sales, dates of events, etc. (Refer to 'Email guidelines' in the Appendix).

PARENTAL HELP IN CLASS

Check with the class teacher for any needs specific to that class. Each teacher may seek different support from his or her Class Representative.

Teachers may ask parents/carers to help with:

- Swapping reading books
- Listening to children read
- Helping on school trips
- Providing costumes and props for plays
- Providing extra resources for lessons. E.g., materials/toys/books by certain authors

Please remember that all volunteers in school need to have receive a volunteer handbook and safeguarding materials from Mrs Houghton in the school office.

CODE OF CONDUCT AND CONFIDENTIALITY

As with all parent volunteers in school, Parent Representatives at our school can expect to be treated respectfully and fairly. We also expect a high standard of commitment from our Class Representatives who will have to abide by, and be subject to, the school's agreements, codes of conduct, policies and procedures. It is important to remember that Class Representatives are representing the school and should maintain a professional approach when dealing with parents/carers ensuring they respect the views of both parents and the school.

We expect our Parent Representatives and volunteers to abide by the same rules of confidentiality as the teachers and other staff at the school. It is essential that any information you learn about individuals must not be disclosed to anyone

outside the school, without the permission of the person concerned. We have a confidentiality policy available on the school website.

DEALING WITH PARENTS' GRIEVANCES

If Class Representatives are approached by a parent about a grievance, Class Representatives are to direct the parent to the class teacher, in the first instance. It is inappropriate to provide a sounding board for unhappy parents about any issue regarding the school and it's important that you encourage parents to direct any queries through the approved school system:

1. Class teacher
2. Curriculum lead teacher for the appropriate Key Stage
3. Headteacher

OPTIONAL EXTRAS

Some Class Representatives like to organise social evenings or events for the parents/carers in their class, for example curry nights. This is always welcome, but not expected of the Class Representatives.

PARENT REPRESENTATIVE INDUCTION TIMELINE

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| 1st week June: | Current Parent Representatives to send out email asking for any parents who are interested in taking up the post from September |
| Last week June: | Class lists set and sent to parents |
| 1 st week July: | New Parent Reps decided |
| 1 st week Sept: | Parent Rep Induction with Mrs Reid |
| 2 nd week Sept: | Class Cohort meetings - Parent Rep to introduce themselves to class and say a little about their role. |

APPENDIX 1: EMAIL GUIDELINES

As a Class Representative you are expected to keep parents/carers in your class informed of the 'goings on' in the school by sharing Class Representative meeting minutes, informing them of upcoming events, reminding them of ticket sales, dates of events, etc.

When sending emails to parents/carers, please bear in mind the following guidelines:

- Keep your emails brief and to the point
- Use the subject field to indicate content and purpose
- Use sentence case. USING ALL CAPITAL LETTERS LOOKS AS IF YOU ARE SHOUTING
- Remember you are representing the school, do not over personalise the emails - it is not about you, it is about the message from the school
- Try to avoid using slang
- Use appropriate grammar and punctuation
- Put your own email address in the 'To' list and use 'Bcc' for the parents/carers emails to maintain the privacy of parents email addresses

Any written communication (letters/emails) should follow the guidelines above.

In case of doubt about the content of an email/message, the Class Representative should seek advice from the class teacher or Mrs Reid

Please note, that Class Representative Meeting minutes are reviewed by Mrs Reid before being circulated to the Class Representatives and therefore can be forwarded to your class.