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# Class Representative Handbook

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**Compiled by the Class Representative Team**

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## Introduction

Thank you for (thinking of) volunteering to be a Class Representative for your child's class this year. It is a wonderful opportunity to be a part of your child's education and the Drayton Green School community. As a Class Representative, your time and commitment are very much appreciated.

The purpose of the Class Representative is to provide another way of uniting the school community as well as enhancing the quality of relationships and channels of communication between teachers, parents/carers and the children.

It is desirable for each class (from Nursery to Year 6) to have at least two Class Representatives. The role is voluntary, has no formal structures and is a great way of getting to know your class parents/carers.

Whilst the Class Representative Team acts separately to the Friends of Drayton Green (FODG) Committee (the school's PTA), they are encouraged to attend the FODG regular meetings and also to assist large school events organised by the FODG.

## The Role of the Class Representative

Class Reps provide an important communication link between the class teacher and the parents/carers of that class. The duration of the role is for one school year (from September to July) and the following are the most important expectations from all Class Reps.

### Minimum Requirements:

- To introduce yourself as the Class Rep to new & existing parents/carers in your child's class.
- To prepare and update a list of parent/carer contact details for your class.
  - ❖ Privacy laws make it imperative that parents/carers' approval is sought before sharing their details with others. The school cannot provide these details.
- Every half term, to attend a Class Rep meeting with the head teacher (to discuss school issues).
- Once a term, to attend a Class Rep team meeting (for Reps to share and resolve matters together).
- To pass on important news to your class parents/carers via email and/or social media (WhatsApp and/or Facebook) about what is going on in school life.
- To collect parent/carer's opinions, views and any feedback that will benefit the school and our children, ensuring that their voice is delivered to the school.

PLEASE NOTE: ALL MEETINGS USUALLY TAKE PLACE DURING SCHOOL HOURS. *It is important that at least one of the two Class Reps for your class attend the above meetings (so your class is always represented).*



### **Optional Extras:**

- To attend a monthly FODG meeting (which is held on the first Friday of every month).
- To help out at school events organised by the school and/or the FODG.

### **Where to go for help with Class Rep matters:**

- The Chair of the Class Representatives (This year it is Seema Khurana/ARP1 & 2 Rep)
- The head teacher/Class teacher
- The Class Reps Team (any of the Reps from other classes)

### ***A Class Rep will also need to...***

#### ***Be a point of contact for your class parents/carers to positively network together***

- After setting up a social forum (such as WhatsApp/Facebook) where everyone's views/comments can be shared, you will be the 'group admin' who promotes and encourages positive and harmonious interaction, for all participating.
- Be the 'active' point of contact throughout the year and share news regularly (e.g. the weekly newsletter, feedback from the head teacher about relevant issues...etc).
- Some parents/carers may not wish to provide contact details, participate in activities or engage in communication. A Class Rep is there for those parents/carers who do want to network in this way.

#### ***Respect Confidentiality***

- Paramount to the role of the Class Representative is the need for confidentiality when dealing with parents/carers, the children and the teachers within the school community.
- Remember, the class teacher is primarily responsible for the children in his/her care. The Class Representative should direct all inquiries from parents/carers to the class teacher and/or head teacher.

#### ***Possibly support another parent/carer in your class***

- A parent/carer in your child's class may need your support whilst they discuss an issue with the class teacher/head teacher. If you are asked as the Class Rep to help in this way, please be aware that this is fine provided you remain 'impartial' to the matter being discussed and do not take sides.
- Please do not feel that you have to be the spokesperson for an issue raised by another parent/carer. It is always better to act as an 'adviser' and remain on the outside. Politely suggest the appropriate way for that communication to take place.



## Structure of the Class Representative Team

- Class Representatives are elected at the beginning of the academic year. This is followed by the “Meet the teacher meeting” which is organized by the school where all parents/carers are welcomed by the head teacher to meet their child’s new teacher for the new academic year. *This is also the new Class Rep’s opportunity to introduce themselves to their class parents/carers in person and start collecting contact details.*
- Ideally, each class needs at least two Class Representatives. “A job shared is a job halved” and it is always good to bounce ideas off each other. Working in a team helps cover for absences and both/all can take it in turns to attend meetings.

## Chairperson of the Class Representatives

- Chairperson of the Class Representatives will be elected at the first Class Rep team meeting in the first term of school. The Chairperson will be the link between the head teacher, the administration and the Class Representatives. They will act as the liaison with the school and will keep the Class Representatives informed of all activities.

PLEASE NOTE: One can only stand to be elected for the Chair of the Class Reps if they have been a Class Rep during the whole of the previous school year.

