

# Class reps

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The role of the class reps is designed to support the work of the PTA and play an important role by being the contact point between the PTA committee and the parents and carers in each class. There are 2 class reps per class.

## Key Responsibilities

- Encouraging engagement and inclusion for all
- Organising class socials - we recommend 1 per term
- Maintaining an up to date contact list for the class
- Forwarding emails from the Chair with information about events
- Forwarding minutes from PTA meetings
- Organising rotas for stalls at events (each class runs a stall at most events)
- Setting up and clearing away stalls at events
- Selling Tickets - now that we have an online system, direct parents to it and ask them to volunteer too
- Teacher cards/presents/collections - This is not a requirement, but reps often sort these out at the end of the year

As many parents work and for ease of communication most classes have a WhatsApp group to support the class rep's role. This has been helpful in many ways but there does need to be a clear protocol.

## Check members are parents before accepting them into the group

- For safeguarding reasons, it's important to check that all members are parents of a child in the class before allowing them into the group
- If you're unsure if someone is a parent of a child in the class, check with the class teacher before accepting them

## Enable post approval

- For platforms that don't allow post approval (WhatsApp or an email chain), you'll need to read all comments carefully to see if they break any rules and then ask the parent to remove their comment if it does

## Group rules

All class reps should set the following rules for their groups:

1. Be respectful to staff, children and other parents at all times
2. Don't use the group to complain about a member of staff or the school. Raise complaints through the school's official channels so they can be dealt with in the appropriate way
3. Don't use the group to call attention to, or to try to solve, specific behaviour incidents. Discuss these with the class teacher or another member of staff so they can respond in line with the school's behaviour policy
4. Only share or post pictures of your own child. Get permission from another child's parents before posting or sharing photos of them

You can remove parents from Facebook, WhatsApp or email groups if they violate the group's rules.

## When to report something to the school

Speak to your class teacher, or a senior member of staff, if:

- Someone posts something in your group that is aggressive or abusive
- Someone in your group has broken a rule, or consistently breaks the rules, and hasn't responded to your requests or warnings about their behaviour
- Someone says something that suggests that a child may be at risk of harm
- Someone makes an allegation about inappropriate behaviour by a member of school staff

The school will decide what further action should be taken