

The role of Class Rep

Each class needs one or two class representatives. In Reception, it is great if there are two parents involved – one parent who already has child/ren further up the school and one parent who is new to the school and keen to get involved. In Year 6 there are specific responsibilities that fall to the class rep (e.g. organising Year 6 leavers events) which are much easier to manage if there are two reps for each Y6 class. In all other years, one class rep can manage by themselves if they want to.

From an NPSA point of view, the role of class rep is key to enabling good communication between the committee and all parents/carers in school, and therefore ensuring that NPSA events and activities are organised, run and enjoyed by as many people as possible.

More generally, class reps (particularly in the lower school) are key to creating a sense of community within the class, ensuring that everyone knows what's going on and has ample opportunity to be involved in whatever ways they can and want to.

The ideal class rep is sociable, organised, enthusiastic, and a visible playground presence – at least during lower school – several times a week (because this makes it much easier to get to know people and to recruit volunteers).

The specific responsibilities of the class rep(s) are*:

- Feed all information from the NPSA Secretary to your class via email (and/or WhatsApp, class Facebook group, or in hard copy – depending on the preferred comms solutions for your class and specific individuals). NB: all class reps are provided with a copy of our guidance in relation to GDPR.
- Read the NPSA newsletter and remind your class of upcoming events both from a volunteering and participation point of view.
- Find volunteers and organise a rota for your allocated class stall at the summer and Christmas fairs.
- Organise volunteers to buy/bake and sell cakes at your class cake sale.
- Organise tea/coffee and biscuits to be served in the hall after your class assembly.
- Feedback ideas and constructive comments from your class to the NPSA Committee regarding events, activities, fundraising opportunities etc.
- Attend NPSA meetings, or arrange for someone from your class to deputise, to facilitate good communication between the NPSA Committee and your class.

In addition to those requirements, some class reps take responsibility for:

- Sending weekly reminders of things coming up in school e.g. forest school, school trips, school photographs etc.
- Liaise with class teachers to help communicate specific requests e.g. can all children bring in one odd sock and a cardboard box next week(!)
- Organising class social events.
- Organising end of year collections for teacher's gifts.

*NB: while we live with changes to our usual routines as a result of Covid 19, some aspects of the class rep role will not apply, or will be slightly different. As with all things at the moment, we will adapt as necessary, as we go along.