

# PTA Class Rep Role

## Class Rep Role

- Each class in the school has a PTA class representative (or often 2 people might share the role). The exact details of the role will depend on how involved parents in your class want to be, but here are some of what jobs that class reps do.....
- Make sure that all parents of the class are made to feel welcome.
- Compile a class list with parents'/carers' contact details including email if parents are happy to give this out.
- Arrange for your class's parents/carers to meet in a social setting and to get to know each other better e.g.
  - Coffee Morning once a term
  - Social Evening at Christmas/New Year and in the Summer
- Promote PTA events to other class parents.
- Organise helpers to assist on stalls for the International Food Fair, Christmas Disco and Summer Fete, and pass information on to the Event Organiser.
- Encourage donation of goods for various events especially contributions of cakes and savoury food to International Food Fair, Cake Sale, Disco and Fete.
- Collate ideas and any other relevant feedback from parents and pass these to the PTA Committee e.g.
  - <sup>TM</sup>Fund-raising ideas
  - <sup>TM</sup>Suggestions for spending PTA Funds
  - <sup>TM</sup>Anything to be discussed at PTA meetings
- Vote at PTA meetings on how the money we have raised can be spent (1 vote per class)
- Organise Christmas and end of year card and collection for class teacher.

- How to communicate with your class
- Most class reps try to collect the contact details for their classes, so that they can communicate with them in an informal way.
- The 'Resources' section of [www.montpelierpta.org.uk](http://www.montpelierpta.org.uk) contains two different contact request forms that might help you to gather this information.
- However, the best way to make sure you are reaching everyone in your class is to use the school's up to date contact details for parents and carers. To do this:
- Email [admin@montpelier.ealing.sch.uk](mailto:admin@montpelier.ealing.sch.uk)
- Write the subject line as you would like it to go out to families
- Say that you would like to send a message out by schoolcomms
  - Be extra polite to keep Mrs Trebble (office manager) sweet!
  - Specify the class (or year group) you want to send it to
  - Include or attach the information you want to send to families
  - Wait a day or two and it will be done!
- You can also put posters up in Nursery, Reception and Infant (Years 1 & 2) classroom windows, but these must have prior approval from the Headteacher.
- This can be gained by emailing [admin@montpelier.ealing.sch.uk](mailto:admin@montpelier.ealing.sch.uk) and attaching the poster to the email.
- In the past, flyers could be sent home in book bags, but the school is trying to minimize paper communication, so this should only be a last resort!