

The Roche School - The Role of a Class Rep

Each class has at least one class rep although this role can be shared to spread the responsibility. The responsibilities are:

Communication

- Liaison between the class teacher and parents on general class questions including reminders of events such as school trips. Establish with the teacher the level of support required.
- Represent class at FORS class rep meetings when possible, once a term. Remind class about FORS events and encourage class participation. Be another source of disseminating FORS communications.
- Ensure parents are receiving the school email and any FORS news. There is a weekly bulletin sent on a Friday from school outlining events in the following week. FORS communications are sent via Classlist.

Coordination and Social

- Encourage parents/guardians to subscribe to www.classlist.com so that their class contact list can be created. Classlist is a secure network unique to the school and only accessible by secured users. The Class Rep is authorised by FORS to approve subscribers to their class list.
- Arrange social events for the class. Generally 1 evening event per term and possibly 1 coffee morning.

Thank yous and Gifts

- Organise thank yous for teacher and teaching assistant (TA) at Christmas and at the end of the academic year. An envelope is placed in a box in the reception area at school for parents to contribute towards a collection (suggestion of £10 for teacher and £5 for TA). Cards are also placed with the collection for parents to sign. Suggested gifts are vouchers, cash or ask TA for ideas. Some classes also buy flowers for teacher and TA's birthdays.

Succession

- Towards the end of the academic year anyone that is interested in volunteering as the class rep can talk with the current rep to discuss the role. The current rep helps to find a new rep (s) for the next academic year where possible (this can be difficult if the class is restructured)

Volunteering

- During an academic year there are several FORS events including Movie nights, Festive Fair, Disco, Summer Fair where parent volunteers are required to ensure these run smoothly. On the larger events of Festive and Summer fair where there are many stalls class reps are encouraged to work with their class to organise and run a stall.

To contact FORS please email: rochefriends@gmail.com