

CLASS REPS - A SURVIVAL GUIDE

Big thanks for volunteering to be a Class Rep! Below is a guide, rather than an official 'job' description. It's easier to share responsibilities, so attempt to get at least two Reps per class. People usually only take on the role for one school year, but, if there are no new takers, you can continue.

Committee members of the SMSA (St. Michael's School Association) are very willing to offer further guidance if needed, so please feel free to contact us. (Our contact emails are on page 3).

It is useful if at least one rep per class can attend the monthly SMSA meetings; these are very informal and last approx 90 minutes. They take place on a Wednesday or Thursday at 7.30pm in the staff room, often followed by informal drinks in The Wrestlers Pub. All parents are welcome to attend. Agendas cover Governor updates, a financial review, past and future events as well as things like the library, the gardens and wish lists from the staff which need SMSA approval. It's very rewarding to see where the money from your fundraising efforts is spent, and to have input into making those decisions.

1. SUPPORT YOUR CLASS TEACHER

In the Classroom: Co-ordinate class parents and organise rotas, for example coming into class for reading with children, cooking, art or other classroom activities; also one-off creative or project-based workshops and **costumes/props/behind the scenes help for Assemblies.**

In the Garden: Co-ordinate support for the School's grounds and gardens; nominate, if possible, a "Garden Rep" from your class who can help your children maintain the gardens all year round and get parents to help with ad hoc requirements and/or the gardening club.

Library: Yrs 2 – 6 (yr. 1 by discussion with the teacher and the library organizer – currently Julia Weiner AJW65@aol.com). Find 2 volunteers from the parents in your class to run library session with you class. Your teacher will liaise with Julia Weiner (Library Head Honcho) to agree a convenient slot – normally 30 minutes every 2 weeks. The library volunteers will need to go into school every 2 weeks, collect the kids from class and take them to the library, log in returned books, log out new books and put back the returned book. This is a very simple process and training is available! The session should take around 30 minutes. FYI – the library is in the ICT room in the KS1 building.

Communication with Parents: Where appropriate, assist communication between your teacher and class parents e.g. Reminders about 'Mufti' (no uniform days for charity), the need for voluntary cooking money donations, school closures due to snow, the need for shoe boxes/newspaper/jars etc, reminders about school trips or library visits etc.

** Best to set up a group email and a group for texting.*

Also, provide any feedback or relevant information or queries to/from parents/ teacher e.g. *When is the dress rehearsal for the class assembly?* etc.

(N.B. Individual concerns or problems should **not** be mediated via the Class Rep but discussed directly between the parents and the class teacher or Head.)

2. SUPPORT YOUR CLASS PARENTS

Class contact sheet: Set up a list of class parents' names, phone numbers and postal and email addresses. This information is NOT available through the School Office - it is protected under the Data Protection Act, so please obtain details directly from parents and confirm that it can be used to inform them of SMSA meetings, school events etc. If you are updating a previous year's list, please make sure new children are incorporated. Some reps produce a credit-card sized list of names and mobiles for tucking into your wallet!!

Social Events: Organise social get-togethers for class parents and/or children - picnics, coffee at somebody's house, evenings out and perhaps an end-of-year event. Some classes also have book clubs and film clubs!

Coordinate a teacher present fund: Most classes ask for an annual **voluntary** contribution at the beginning of the year to cover present-buying and cards for teachers and teaching assistants. Please try to keep the contributions to approx £10.00 - £20 per child absolutely maximum. Christmas and

end-of-year presents are the norm, but some classes can't resist buying Easter eggs too. This fund sometimes also supports extraneous costs, such as decoration of fair stalls or funding class activities, but termly cake sales are a more appropriate source for these. (Reps also get parents to sign cards at the end of the school year and/or Christmas as well as coordinating any gift for children who leave the class).

3. HELP WITH SPECIFIC YEAR-RELATED THINGS

For Example -

Nursery: Helping parents integrate into St Michael's.

Reception: Cookery, reading, welcoming new non-nursery parents

Year 1: Reading & cooking rotas

Year 2: Nativity play, build the guy for fireworks.

Year 3: Settling into Juniors, help coordinate library volunteers.

Year 4: Flatford school trip.

Year 5: Secondary schools

Year 6: Year books, mugs, disco, PGL

Other Support: Provide support to parents and children as necessary – e.g. assist new parents and children settling into school etc.

4. SUPPORT FOR SMSA SCHOOL EVENTS AND YOUR CLASS

SMSA Fundraising Events: Organise your class stall at the Christmas and Summer Fairs – including money floats, prizes, signage, help rotas etc; sell tickets for raffles, pantos, Bonfire Night, Christmas Party, Quiz Nights and other events and help at these events where possible; Football Funday – encourage a parent to become class Team Manager; motivate other class parents to support these events by passing on emails or direct persuasion.

CAKE SALES : You can also help raise extra funds for your teacher through other activities, such as, **cake sales**. These are now the main source of money for classroom teachers needing to buy smallish items for their classes, whereas the 'wish list' is now earmarked for larger, more expensive items. Each class has the right to one slot per term, which may not be the usual Friday so as to fit in a sale per class each term. Book cakes sales with Tessa or Dee in the School Office. These do get booked up early, so best not to delay. They usually raise between £100 and £170 and themes can work well.

Cake Sale funds must be deposited into the SMSA bank account – a treasurer will provide you with a paying-in slip. Remind your teacher how much money they have available (this should include funds brought forward from previous years). Please note that teachers can draw down on future cake sale funds and will be given a clear indication of the amount of funds available at the start of the school year (to include a notional £300 expected to be raised from the 3 cake sales in the 3 terms).

The treasurers will circulate a concise guide to managing CAKE SALE funds at the reps smsa meeting in September.

Troy & Maurice, our caretakers, are very helpful when it comes to cake sales and will provide two tables. You need to advertise your sale, cajole your class parents to bake and help serve, get a float for change and usually supply bags/kitchen roll for the stickier cakes...

Communication with Parents:

Please forward any SMSA emails or information to all parents and set-up alternative means if someone does not have an email – this is really vital so that all parents feel involved and informed. All parents are welcome to attend meetings – we are ALL the SMSA – but if they are unable to, they need you to let them know about e.g. forthcoming events, fundraising ideas etc so that they are able to participate.

Website: www.thesmsa.co.uk The SMSA website is constantly updated and is a useful source of information for everything to do with the activities of the SMSA - events, fund-raising, meeting minutes, Trustees, pictures from recent activities etc - AND what we spend the money on. Please remind your class parents to visit the website regularly and to use the useful shopping section with

links to all the major online retailers (including John Lewis, M & S, Amazon etc). These shops pay the SMSA commission on all purchases made when you click through from www.thesmsa.co.uk – it's free and you pay the same price.

SMSA Committee 2013/14

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