

## CLASS REPS - A SURVIVAL GUIDE

A big 'thank you' 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). Please also check the SMSA website for more information on almost everything – [www.thesmsa.co.uk](http://www.thesmsa.co.uk). The school office will **not** normally be able to help with any SMSA-related matters and will not sell tickets for events or be a drop-off point for any items (eg. Stalls, hampers etc).

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 or Red Lion and Sun. 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.

### CAKE SALES :

- All classes have 2 cake sales a year, allocated by pulling out of a hat (as previously there were not enough Fridays a year for 3)
- The cake sale money **must** be banked within the following week by the class reps- there have been long delays on banking, sometimes months later and even in the following school year, causing huge confusion. The cake sale funds have been donated to the SMSA charity and **MUST** be passed on as soon as possible – this is a stringent requirement of the Charities Commission as well as insuring that the teachers can use the money for the purpose for which it was donated.
- Only 1 cake sale amount should be banked at a time, not both together as again this means we are looking for 2 transactions when there is only 1.
- Once you've had your cake sale please email Giles Taylor <[gsftaylor@gmail.com](mailto:gsftaylor@gmail.com)> Jessica Worthington <[jessica\\_ferrandiz@yahoo.co.uk](mailto:jessica_ferrandiz@yahoo.co.uk)> ( the treasurers) as you email your class to let them know what you made. This means we know what amount we are looking for on the bank statements.
- When you deposit the cake sale money please send a quick email to say you have deposited it.
- Jess will still hand out individual paying in slips at the sales and spares are available in the office.
- You can send a bank transfer from your own account clearly labelled with the class name and cake sale date and can keep the money or deposit it into your own account and transfer the money (making it more convenient as you can visit your usual bank). It also makes the money traceable as the statement clearly states the reference that you provide. However if you prefer to bank the funds directly into the SMSA account then that is not a problem if you email when you have done it so we can keep track.
- Bank Details – Account number : 3312 9640 Sort Code : 20 36 16 Account Name : SMSA

- If you spend the money directly and it never reaches the account then please email the Treasurers with the amount, what it was spent on and, if possible, receipts for the items purchased.

Cake sale are 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 (normally over £500). Teachers put in a purchase request to the Office via the Head, and the School orders and pays for the items, thus allowing any VAT to be reclaimed. The teacher does not need to get permission from the Reps but it is good practice for them to report what they have spent their funds on.

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...

## **1. SUPPORT YOUR CLASS TEACHER**

**\*PLEASE NOTE : VOLUNTEERING TO HELP IN THE CLASSROOM WITH READING OR OTHER ASSISTANCE IS CO-ORDINATED THROUGH THE SCHOOL OFFICE. PARENTS WILL NEED A LIST 99 CHECK. FOR MORE INFORMATION PLEASE SPEAK TO SOMEONE IN THE OFFICE OR CONTACT THEM BY EMAIL.**

**In the Classroom:** Co-ordinate class parents and organise rotas for one-off activities and workshops, and **costumes/props/behind the scenes help for Assemblies as requested by your teacher.**

**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 1 – 6. Find 2 volunteers from the parents in your class to run a fortnightly library session with you class. Your teacher will liaise with you and Ann-Marie Lacy (Library Head Honcho - amlacy@gmail.com) to agree a convenient slot – normally 30 minutes every 2 weeks. The library volunteers will need to go into school every 2 weeks, normally whilst the children are in ICT (where the library is located). This is a very simple process and training is available! **The library is open on Friday afternoons after school so please remind and encourage parents to bring in books to exchange straight after they have purchased some cakes!**

**Communication with Parents:** Provide your teacher with an email address for at least one class rep. Where appropriate, assist communication between your teacher and class parents e.g. Reminders about 'Mufti' (no uniform days for charity), school closures due to snow, the need for shoe boxes/newspaper/jars etc, reminders about school trips, assemblies or library visits etc. requests for **help with school trips** and class picnics/parties.

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

Also, provide any general feedback or relevant information or queries to/from parents/ teacher e.g. "When is the dress rehearsal for the class assembly?" "What time will they be back from the British Museum ?" 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 and/or Head or KS Assistant 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.

**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! Most classes will have a class drinks or party at the end of the Xmas and Summer terms but you can, of course, hold them more regularly!

**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 - £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 in class\*, helping parents integrate into St Michael's with coffee mornings, contact lists etc.

Reception: Reading\*, welcoming new non-nursery parents as above.

Year 1: Reading\*

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

Year 3: Settling into Juniors.

Year 4: Flatford school trip.

Year 5: Secondary schools

Year 6: Year books, mugs, disco, PGL

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**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;

**Christmas and Summer Fairs** – Choose your stall (some Year Classes may have their stalls pre-

allocated –eg. Yr 6 traditionally run the Tea and Cakes stall at the Summer Fair). Liaise with the main organizer to find out if you need to arrange for prizes etc. Organise a rota, float, signs, stall decorations etc. **Put together a hamper from donations from parents.**

**Football Funday** – encourage a parent to become class Team Manager;

**Motivate** other class parents to support SMSA events by passing on emails or direct persuasion.

### **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](http://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](http://www.thesmsa.co.uk) – it's free and you pay the same price.

**PLEASE ALSO CHECK THE SMSA NOTICEBOARD REGULARLY – THIS IS IN THE TOP PLAYGROUND WHERE CHILDREN ARE DROPPED OFF AND COLLECTED**

### **SMSA Committee 2014/15**

Chair ; Laurence Penn- [laurencempenn@gmail.com](mailto:laurencempenn@gmail.com)

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