

## **The Role of the Class Representative at Carlisle Infant School**

The Carlisle School Association (CSA) has, for many years, operated a system of class representatives (class reps). This can be undertaken by one person but is often shared between a few. The rep acts as a contact point between class teacher, the CSA committee and the parents of their class and is a fantastic way to get to know other parents and children in the school

Not everyone has the opportunity or inclination to attend all of the committee meetings but by using a class rep system we can at least let everyone know what is going on.

Some of the roles of a Class Rep:

Class parents can ask the rep to help;

- Raise issues and express views at CSA committee meetings
- Organise class social night out or coffee mornings (particularly helpful for working parents who may not get to go to drop off or pick up to meet other people at school)
- Organise a class contact list for parents (so that information can be shared quickly and efficiently)
- Organise class thank you cards / presents for teachers

Class teachers can ask the rep to help;

- Find volunteers for the classroom and external outings (for example helpers for regular reading or one off cookery activities or trips to Bushy Park, swimming in year 2)
- To canvass opinion amongst parents
- Publicise dates and organise the class cake sale (all funds go directly to the class and children decide on how they will be spent with their teacher)

The CSA can ask the reps to help;

- Disseminate information to their class quickly – usually via email
- Canvass class opinion quickly
- Encourage volunteers for specific events (the events that are put on by the CSA cannot take place without sufficient support so reps are asked to help fill specific roles so that the events can take place)
- Identify skills or opportunities amongst their class parents to reduce CSA costs or enhance an event or activity
- Lead particular class or year related activities
- Take responsibility to plan and / or organise a CSA event (each year group is asked to lead a major event e.g. Fireworks for Year 2 parents to help spread the responsibilities throughout the year)
- To attend CSA meetings

To help Class Reps a member of the committee will be responsible for coordinating and liaising with Class Reps. An informal get-together will be organised for the early part of the school year where you will get the opportunity to meet with other Class Reps and to find out more about what is proposed for the year ahead and how other Class Reps have carried out their role.