



PSA Class Rep Job Description 2014/2015

Being a Class Rep is an important and rewarding role. Class Reps help build a sense of community among the class parents, and they provide a vital link between the parents and the PSA.

COMMUNICATION

The Class Rep is responsible for maintaining a Parent Contact List of all the parents in the class. The PSA will send out emails for you to forward to your classes. (The school is not allowed to share parents' contact details with us but you can ask the teacher for a list of children in the class so you can check that you have everyone.)

This is a very handy list for everyone in the class to have, for everything from playdates to emergency pick-up help! It is not to be circulated outside the school community and not to be used for commercial purposes.

You can ask for parent details by sending out a note in book bags (just give them to the teacher, or send them in your child's book bag) or you can put up a list on the classroom door for parents to add their details to at the beginning of the year. Established classes should have lists already, please be aware of new children in the class and make sure their parents are added to the list.

PSA MEETINGS

We have PSA Meetings once a month at school to discuss events and ideas, these alternate between Tuesday evenings at 8pm and Friday mornings at 9am. It would be great to see you at these meetings if you are available. Meetings are open to all parents.

EVENTS

The Reps for each year group will be asked to be involved in the overall organisation of one event per school year. They are as follows:

Nursery – The Easter Egg Hunt (28 March)

Reception – The Pirates & Princesses Disco (28 February)

Year 1 – The Summer Fair (13 June)

Year 2 – The Christmas Fair (6 December)

You will also organise two cake sales during the year: this involves reminding the class to bring cakes and asking for volunteers to run the cake sale on the day. (Dates for cake sales will be allocated)



Alexandra
INFANT SCHOOL

PSA

Contact the PSA via your class rep or email: alexpsa@hotmail.co.uk

In addition every class is allocated a stall to run for the Christmas Fair and Summer Fair and Class Reps are responsible for coordinating the volunteer roster for these. You may also be asked to forward requests for volunteers for other events.

PARENT SOCIALS & GIFTS

You are encouraged to organise a few coffee mornings/social nights for parents in the class during the year. These are always good fun and the most effective way of helping parents get to know each other and generating a good team spirit in your class.

If the class would like to, you could organise a collection for group gifts for the class teacher/TAs at Christmas and at the end of the year.

This job should be able to be done primarily via email, hence the importance of getting a good list upfront. And it should not be too onerous, particularly if it is split between a few people. But please let us know if you are struggling to keep up and we will help!

Your support is much appreciated!