

CLASS REP's and YOUR RESPONSIBILITIES

Firstly, thank you so much for being the Class Rep for your Year group. It is very much appreciated.

CLASS REP's

- Nursery - Emily King
- Reception - Helena Kirk
- Year 1 - Julie Bingham
- Year 2 - Ellie Smith
- Year 3 - Yvonne Griffin & Mel Cunningham
- Year 4 - Alex Gibson
- Year 5 - Charlotte Kemp
- Year 6 - Pippa Robson & Beth Bristow

I just wanted to refresh you on the responsibilities that is required in a Class Rep.

CAKE SALES

Your class will have an annual cake sale, please keep an eye out for the date.

You are asked to help organise and run them.

***A week before your sale, speak to the class teacher to add a reminder in the class newsletter.**

***Try and grab as many parents to bake cakes leading up to the sale.**

***Cakes can be brought into class on the Friday morning of the sale.**

***Recruit some parents to help set up and run the sale.**

***Food bags are provided by the PTA, this is a good will gesture. (The event is a class fundraiser not a PTA one)**

***Float- provide a small money float, just a couple of pound coins would be most helpful. Please make sure you take your float out before handing final cake sale money in.**

***On the Day -**

- Arrive at school about 3pm to start setting up, collect the cakes from the classroom and then arrange them on the tables. Collect food bags from the PTA cupboard. (found in the dining room behind the door)
- Previously we have had the sales outside in the playground, this most definitely generates more money and is worth doing. So just take out a few tables from the dining room into the playground.

- 3 cakes for £1 Or 50p each
- Have a few parents handing out the bags to the children and a few others collecting the money.
- Enjoy the crazy few minutes of the cake sale!
- George (PTA Treasurer) will usually collect the cake sale money at the end of the sale.

*After the sale, please return the tables and clear away anything that needs doing.

*Inform your class teacher how much was raised so they can add it to the class newsletter. The teacher can also speak to the children what they would like to spend the money on.

EVENT HELP and WORKING ALONGSIDE THE PTA

The PTA will invite you join them at their meetings. It would be great if you could occasionally attend 1 or 2 meetings a year. You will be added into the minutes of the meetings mainly to keep you in the loop so you can update the class on any PTA news.

This will also help you to inform parents and drum up their support for upcoming events. In particular helping to fill rotas for stalls/bbq's etc.

TEACHER'S COLLECTION

Being responsible for a collection for the class teachers for the end of the year gifts. Of course, this is an optional contribution from the parents but feel it would make more sense to have just 1 person responsible for the collection and informing other parents of this.

SET UP A FACEBOOK PAGE

Setting up a Facebook Year Group page is really useful for all parents, it's a quick and easy way of communicating and keeping everyone in the loop!

Many Thanks As Always

