



Class Representatives

The Role of Class Representative

Class representatives undertake a very important and valued role at Betty Layward.

There are usually one or two representatives per class who act as a link between parents/carers of their class and the PTFA committee.

The PTFA committee is comprised of six trustees - for the academic year 2019/2020 these are the headteacher, Jessica Bailey, and five parents at the school - Marta Alonso and Sarah Bolton (Co-chairs), Nick Ryan (Treasurer), Fleur Burnett (Secretary) and Mike Kininmonth.

Whilst the PTFA does have a committee, every parent and carer at the school is a member of the PTFA and are always encouraged and welcome to become as involved in the PTFA as they would like.

The key responsibilities of our class reps are to:

- act as a link between the PTFA committee and the other parents/carers in their class;
- attend (or arrange for someone to attend on their behalf) the three Annual General Meetings that are held each year, normally in October and March;
- be familiar with the calendar of PTFA events and to encourage parents/carers to support those events; and
- pass on any messages about PTFA events to their class.

The role of the class rep is to communicate about PTFA events. It is not the role of the class reps to communicate information about school or class related issues, such as class timetables, homework dates etc. The school communicates this information via various means, including email, a general school newsletter and for nursery, reception and year one parents, a weekly newsletter.

Do not use the school logo, send out leaflets, posters or set up website pages without Jessica's permission.

Communication

Some class reps choose to communicate via email only, others use both email and WhatsApp groups. When communicating with parents/carers in the class, reps should be mindful of the following guidance issued by the school:

- please always be mindful when communicating on social media and via group communication such as WhatsApp. Ensure that content relates only to PTFA events and not to school policy in general. Any school policy issues should be discussed directly with the school;
- please also be mindful about the volume of messages sent out - too many can be off-putting;
- if parents/carers have given their contact details for PTFA purposes, please do not use their number to set up extra groups without their permission.

Attached is a list of the names of the class reps for each year for the 2019/2020 academic year, as well as a link to the names and contact details for the PTFA Trustees. If you have any PTFA related questions, please do feel free to contact any of them.

Also attached is a schedule of PTFA events that take place throughout the year.

And finally - thank you! Your taking on this role as class rep really does make a huge positive difference to the school community as a whole.