



Great Missenden CE Combined School

Role of the Class Representative

- To welcome new parents to the school
- To be the initial point of contact for all parents within each class. For new classes, representatives should endeavour to get an email contact for each parent (the school office can help with this by sending out an initial request on your behalf). For older classes, last year's contact list can be updated. It is important that this contact list is kept confidential (so all emails must be "blind copied") and is to be used solely by the Class Reps for the purposes of the school and its activities and for no other reason.
- The school office must be copied in on all emails. If in doubt, please send the email to the office first to check!
- To assist, where possible, with general communication from teachers, school, PTA and parents. To help recruit volunteers for PTA events so that the workload is shared.
- To help with arranging reading rotas, trip volunteers, swimming assistance etc where teachers have requested this help.
- To arrange social get-togethers for parents and/or children.
- Some Class Reps in the past have organised collections at the end of the year for teachers who are leaving, or to buy a joint thank you present rather than parents sending in individual thank yous. (Optional!)
- On most issues the Class Reps will bridge the communication between parents and teachers, with more sensitive issues being flagged to Mrs Thomson for appropriate review and action.
- To bring good news, questions or concerns from parents to the Class Rep meetings. If unable to attend, to write or email them so they can be read out at the meeting. Matters of concern can be emailed in at any time.
- For Reps information the email addresses for the office and for Mrs Thomson are:

Mrs Thomson's direct email: head@greatmissendenschool.co.uk

Office direct email: office@greatmissendenschool.co.uk