

GAYHURST PARENTS ASSOCIATION

ROLE OF A CLASS REPRESENTATIVE (“CLASS REP”)

The main responsibilities of a class rep are to:

School focused

- Act as a communication link between teachers and class parents
- Act as a communication point for new parents joining the School
- Attend the Parents’ Forum on a termly basis with the Headmaster

Class focused

- Collate information for the contacts list and birthday list for your class and keep these up to date
- Arrange class collections for Christmas/Easter/end of year/leaving gifts for class teachers
- Arrange social activities for class parents and children, such as:
 - Coffee morning - at least one per term ideally
 - Parents night out - at least one per term ideally
 - Christmas Party for the whole year
 - End of year Party for the whole year
 - Holiday time get together/play dates

GPA focused

- Sit on the GPA committee and attend meetings (normally one at the start of each term and then as the need arises)
- Cascade GPA information to the parents in the relevant class/year
- Co-ordinate GPA activities and help to organise GPA events - for example, the Autumn Fair in the Autumn term
- Assist and support with GPA events and/or arrange for other parent volunteers to do so (this may sometimes involve arranging a rota for volunteers)