

# GARDEN SUBURB INFANT SCHOOL PTA

# PTA

## PTA Class Representatives

What Is A Class Representative? The main role of a Class Rep is to act as a link between parents and the PTA and to inform parents about the upcoming PTA events. You will need to encourage parents to get involved, either by helping out with preparations behind the scenes, helping at actual events or by spreading the word to parents to ensure that events are well attended.

### Main Responsibilities:

- Introduce yourself and make sure that all parents in your class know who you are
- Act as the communication link to parents in your class and spread the PTA word about upcoming events. For each event we may need you to ask for volunteers to help out and communicate the volunteers details back to us in a timely manner
- Each class should aim to have a minimum of 3 Class Reps: this will enable you to share the workload fairly. For example, 3 Class Reps would need to speak to approximately 10 families each to communicate an event to their entire class effectively, as opposed to 3 members of the PTA Committee trying to speak to 270 families!
- Ideally, at least 1 Class Rep from each class should be in attendance at PTA meetings to take notes and circulate them to the other Class Reps and parents as necessary
- You will need to collate contact details for all of the parents in your class to ensure that you can communicate important information to them all quickly and effectively. This can be done via email, text messaging, word of mouth or any combination – whichever works best for your class
- Hold regular coffee mornings to get to know everyone in your class and to act as a point of contact for gaining suggestions and feedback and to forward this back to an appropriate member of the PTA Committee
- Advertise upcoming events and sell tickets when needed (these will be given to you along with a briefing prior to any event)
- Remind parents/carers of anything that needs to be returned to school, for example: events that require donations, reply slips etc...
- You will also need to organise collections for your Class Teacher and Support Teachers at Christmas and the end of the school year

The PTA desperately needs more parents to help and get involved. It is good fun and a great way to meet new people. Without the help and support of our parents/carers we would not be able to hold any of the fundraising events that our children love and that help to raise vital money for improving our school..... A Little Bit of Help Makes a Big Difference!



**A LITTLE BIT OF HELP MAKES A BIG DIFFERENCE!**

Charity Registration Number: 288398 Garden Suburb Infant School, Childs Way, London, NW11 6XU

