



The Role of the Class Representative (Rep)

What is a Class Rep?

Each class at the Brae and Hill generally has two volunteer parents to act as Class Reps. It is not necessary to have two but is much easier to share the responsibilities with two. Class reps normally change each school year. It is ideal for class reps to be confirmed before the end of the school year for the next year, once the class split has been advised by the school, usually in late June. For some year groups this is quite helpful over the summer if you wish to organise some get-togethers to welcome new students.

The class rep has two distinct responsibilities:

- To act as a Class Rep for all Friends of Rowan (FoR) activities and
- To represent the Class at Senior Leadership Meetings (SLT)

FoR activities

The key objective of the FoR is to advance the education of the pupils at Rowan Preparatory School by providing and assisting in the provision of facilities for education at the school. To achieve this FoR organises events to fundraise and to organise the social side of school life.

What does a Class Rep need to do?

- Bring together your class by organising coffee mornings, mums' nights out, couples evenings....anything you want. You do not need to actually host these events; other parents can do this as required.
- Collect a kitty at the start of the year - suggest £20-£25 per family, to make it easier to buy teachers presents, leaving gifts, flowers for new mums etc.
- Collect contact details from the class parents for communication purposes, and share these with FoR for events such as Disco sign in sheets.
- Act as part of the FoR communication system by forwarding FoR information to parents as and when required.
- To pass on information from form teachers where required.
- Attend FoR Class Rep meetings which are held generally once per half term. Only one class rep need attend. Class Rep meetings are the opportunity for two-way feedback on events and for any clarifications on upcoming events and actions.
- Assistance with school events - this might be helping to organise a rota of volunteers for your class's stall at one of the fairs or discos or collecting booking forms and cheques for an upcoming event.
- Voting for funding requests to provide facilities at the school in accordance with the FoR objectives. Please see separate funding policy on the web-site.

SLT Meetings

SLT meetings are a separate function from FoR and are held by the Headmistress and her senior team once per term where classes can raise any issues and the SLT can also communicate any general changes and updates around the school.

Acting as a class rep is a great way to get to know your class's parents better and to get to know more about the school community as a whole.