

The Role of The Class Rep

The role of a Class Rep is to be the liaison between the FODH, the School and your class. You are the point of contact should the teacher need to get a message back to parents and organising suitable meet ups so that class parents can get to know each other and have the opportunity to spend time together.

You can rep however best suits your Class. These notes are intended to give some suggestions and pointers to make life easier for you and to ensure your Class get similar treatment to the others in the school.

Class Kitty

Collecting a class kitty is an easy way to make a collection for the events you will need to buy gifts for over the year. It is usually used for teacher's gifts at the end of each term, their birthdays and any events which come up over the year for the families in the class - new babies, bereavements etc. A typical amount to suggest to parents is £20-25.

Contributing to the kitty is entirely voluntary and anyone who wishes to abstain is fully entitled to do so. You may decide not to include any abstainers from e-mails regarding what you have bought from kitty funds.

Suggested Gift Values

For ease of sums, assume a class has 20 children, each of whom has contributed to the kitty. Total amount collected = £500

Christmas Gifts

Teacher	£75
Teaching Asst	£50

Easter (flowers/ chocolate/ similar)

Teacher	£25
Teaching Asst	£25

Birthday (Cake and gift)

Teacher	£40
Teaching Asst	£25

End of Year

Teacher	£100
Teaching Asst	£75

<u>New Baby</u>	£25
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If there haven't been many additional events during the year, you may wish to increase the end of year gift value to around £125 and £100.

FODH Responsibilities

Attend Reps' Meetings - please try to make sure that at least one Rep is able to attend either the Bevendean or Main School meeting each half term.

Plan and run your FODH event Activity - tell your class about it early on so they feel involved and can support your planning. It's your responsibility to get enough volunteers for the length of the Fayre. Doodle.com is a good way of organising your volunteers.

Bevendean/Lower School: Christmas Fayre

Middle School: Family Day

Upper School: Fireworks

Volunteer for FODH/Bevendean events - Please volunteer yourself and encourage other class members to volunteer when asked:

Christmas Decorations - FODH is responsible for decorating both Bevendean and Main School at Christmas time;

Bevendean Christmas Gift Shop - running the shop on the day and wrapping the gifts in the penultimate week of term;

Selling Fireworks tickets - in the playground at pick up 2-6 November

Encourage volunteers for the Second Hand Shops - Cate Hamilton (Bevendean Manager) and Rhian Simm (Main School Manager) welcome all volunteers even if you can only do one session a term.

Getting Trip Volunteers (Bevendean only)

Your children will go on various off site trips over the year. In Bevendean, additional adult volunteers are needed for these trips so your teacher will probably ask you to find volunteers prior to each trip. It is usually two for each class.

The fairest way to choose volunteers is to e-mail the parents asking for volunteers by a certain deadline (at least 2 days later where possible...); Depending on who volunteers, parents who have already been on a trip should be discounted to give as many parents as possible the chance to go on a trip with their child's class. It may be that only past volunteers are available, in which case of course they should be used.

Put all qualifying names into a hat and pull out two at random. If you want to pass the buck, as the teacher to do it! It's best to let all the volunteers know who has been chosen so they know not to keep the date free if they aren't going.

Some classes have used First Come, First Served to find volunteers but given the varied demands on parents' time, this isn't a particularly fair way of doing it.

Events for Parents

Coffee Mornings

We would suggest that Reps organise one coffee morning for each half term of the year. These can be hosted at one of the Reps' homes, another parent in the class or a coffee shop/other. Usually tea, coffee and snacks are served - some hosts go all out, baking fresh cakes and pastries, others may keep things simple with a plate of biscuits, both are great.

Nights Out

Christmas Party

In order to encourage socialising across the year group, FODH has started to ask Class Reps to liaise with their counterparts to organise a Year-wide Christmas Party.

Venues and diaries get booked up quickly so get cracking on organising something as soon as term starts and confirm a date ASAP. Your relevant Trustee will organise a meeting early in September to get the ball rolling.

Budget: Suggested £50-80 per head.

Mums' Night Out

Dinner and drinks usually work well! The Reps for my class last year organised a brilliant event at Space NK in Cobham. We had exclusive access to the store 6-8pm with mini treatments and a goodie bag and then went for dinner at Strada afterwards.

Wine Tastings can be popular - speak to the Wine Reserve about any private events they might be able to offer. Or a trip to Vinopolis near London Bridge.

Remember the Dads! Its always nice to help the Dads meet up and get to know each other. A simple night at the pub either eating or watching a sports match usually goes down well. You could also look into a driving experience event at Mercedes Benz World in Weybridge or something like that.