

Berkeley Primary School

class Rep

HANDBOOK

2020/2021



Introduction



Thank you for volunteering to be a Class Representative for your child's class this year.

It is a wonderful opportunity to be a part of your child's education and the Berkeley Primary School community. As a Class Representative, your time and commitment are very much appreciated.

The purpose of the Class Representative is to provide another way of uniting the school community as well as enhancing the quality of relationships and channels of communication between teachers, parents/carers and the children.

The role is voluntary, has no formal structures and is a great way of getting to know your class parents/carers. Whilst the Class Representative Team acts separately to the Berkeley Fundraising Group (BFG) Committee (the school's PTA), they are encouraged to attend the BFG regular meetings and also to assist large school events organised by the BFG but this is by no means a mandatory requirement.

The Role of the Class Representative is to provide an important communication link between the class teacher and the parents/carers of that class. The duration of the role is for one school year (from September to July) and the following are the most important expectations from all Class Reps.

Minimum Requirements:

- To introduce yourself as the Class Rep to new & existing parents/carers in your child's class
- To prepare and update a list of parent/carer contact details for your class. Privacy laws make it imperative that parents/carers' approval is sought before sharing their details with others. The school cannot provide these details.
- Every half term, to attend a Class Rep meeting with the head teacher (to discuss school events and curriculum news).
- To pass on important news to your class parents/carers via email and/or social media (WhatsApp and/or Facebook) about what is going on in school life.
- To collect parent/carer's opinions, views and any feedback that will benefit the school and our children, ensuring that their voice is delivered to the school.

Optional Extras:

- To attend a termly BFG meeting
- To help out at school events organised by the school and/or the BFG.



Where to go for help with Class Rep matters:

- The Chair of the Class Representatives (This year it is Mrs Goodall, School Administrator)
- The Class teacher

A Class Rep will also need to...

- Be a point of contact for your class parents/carers to positively network together
- After setting up a social forum (such as WhatsApp/Facebook) where everyone's views/comments can be shared, you will be the 'group admin' who promotes and encourages positive and harmonious interaction, for all participating.
- Be the 'active' point of contact throughout the year and share news regularly (e.g. the newsletter, feedback from the head teacher about relevant topics...etc). If emailing please refer to our email guidelines (attached).
- Some parents/carers may not wish to provide contact details, participate in activities or engage in communication. A Class Rep is there for those parents/carers who do want to network in this way.

Respect Confidentiality

- Paramount to the role of the Class Representative is the need for confidentiality when dealing with parents/carers, the children and the teachers within the school community.
- Remember, the class teacher is primarily responsible for the children in his/her care. The Class Representative should direct all enquiries from parents/carers to the class teacher and/or head teacher if deemed unable to answer the question within their remit.

What specifically does a parent representative not do?

- Class representatives are not to be used to help other parents express concerns about their own children. This should be done following the schools lines of communications where any concerns about school matters should be communicated within school working hours, and either in person, letter or email to admin@berkeleyprimary.gloucs.sch.uk which will then be forwarded to the necessary staff member(s) who will respond within 48 hours. We kindly ask that parents do not contact staff directly outside of working hours using any other method of contact.

Structure of the Class Representative Team

- Class Representatives are elected at the beginning of the academic year. This is followed by the "Meet the teacher meeting" which is organized by the school where all parents/carers are welcomed by the head teacher to meet their child's new teacher for the new academic year. This is also the new Class Rep's opportunity to introduce themselves to

their class parents/carers in person and start collecting contact details. However due to Covid 19 we have been unable to facilitate this this year.

EMAIL GUIDELINES

As a Class Representative you are expected to keep parents/carers in your class informed of the 'goings on' in the school by sharing Class Representative meeting minutes, informing them of upcoming events, reminding them of ticket sales, dates of events, etc.

When sending emails to parents/carers, please bear in mind the following guidelines:

- Keep your emails brief and to the point
- Use the subject field to indicate content and purpose
- Use sentence case. USING ALL CAPITAL LETTERS LOOKS AS IF YOU ARE SHOUTING
- Remember you are representing the school, do not over personalise the emails – it is not about you, it is about the message from the school
- Try to avoid using slang
- Use appropriate grammar and punctuation
- Put your own email address in the 'To' list and use 'Bcc' for the parents/carers emails to maintain the privacy of parents email addresses

Any written communication (letters/emails) should follow the guidelines above. In case of doubt about the content of an email/message, the Class Representative should seek advice from the Chair of Representatives

Please note, that Class Representative Meeting minutes are reviewed by the senior leadership team before being circulated to the Class Representatives and then forwarded to your class.

Class Rep Structure

Reception – Emily Farnsworth

Year 1 – Vikki Tudor

Year 2 – Lucy White

Year 3 – Karen Goodall

Year 4 – Vicki Kerr

**Year 5 – Nicola Clark-
Smith**

Year 6 – Roz Hull

Teachers

Reception – Mrs Ferris

Year 1 – Miss Heward

Year 2 – Mrs Baker/Mrs Trotman

Year 3 – Mr Kavanagh

Year 4 – Mr Hart

Year 5 – Mrs Lawday

Year 6 – Miss Bruford

Term Dates

Term ends for pupils Wednesday 21st October
Inset day Thursday 22nd & Friday 23rd October

Term 2

Pupils start Monday 2nd November
Term ends for pupils Thursday 17th December
Inset day Friday 18th December

Term 3

Inset day Monday 4th January
Pupils start Tuesday 5th January
Term ends for pupils Friday 12th February

Term 4

Term starts Monday 22nd February
Term ends Thursday 1st April
Good Friday 2nd April

Term 5

Term starts Monday 19th April
Bank Holiday Monday 3rd May
Term ends Friday 28th May

Term 6

Term starts Monday 7th June
Term ends Friday 16th July

