



CLASS REPS 2021/22

Thank you for volunteering to be a representative of your class. We are so grateful to have you onboard and look forward to another successful year with your invaluable contribution. We are really hoping that this year will see more of the close sense of community and busy calendars that we knew before the pandemic, that has made our school so special to us.

The role of the class reps is as follows:

1. To act as representative for your class at PTFA meetings

These are held twice a term and we need at least one rep per class at each meeting. Please update the parents ASAP on any information or actions points relevant to your class using the Agenda of the meeting that you will receive on the night.

PTFA Info evening for new parents and new reps	Wednesday 15th September , 7pm, Infant Hall
AGM and 1st PTFA Meeting	Wednesday 29th September , 8pm and 8.30pm, staff room
2nd PTFA Meeting	Wednesday 17th November 8pm, staff room
3rd PTFA Meeting	Wednesday 19th January , 8pm, staff room
4th PTFA Meeting	Wednesday 16th March , 8pm, staff room
5th PTFA Meeting	Wednesday 4th May , 8pm staff room
6th PTFA Meeting	Wednesday 15th June , 8pm staff room

To find the staff room, go up the first staircase from the infant playground to the third floor and turn right.

2. To help maintain open, fluid and positive lines of communication between the parents and PTFA

- **Classlist** (app and website) is our official communication platform between parents and PTFA. GDPR means we should not store and use email addresses. Reps need to ensure that at least one parent for every child in their class has signed up to Classlist.
- **WhatsApp** is also popular but please ensure that the chat group is used in a positive and constructive way for organising and arranging social events and is supportive and loyal to the school and the PTFA charity.
- **PTFA website** Please ask parents to visit www.honeywellptfa.org.uk and sign up to PTFA's Privacy Policy and newsletter. It contains a wealth of other information about events and activities, partnerships that parents can benefit from, useful order forms etc.

We really appreciate reps keeping their classes updated with relevant reminders, letters, and minutes.

3. To welcome new parents/carers and co-ordinate socials

Please be proactive in welcoming new families to the class as this is vital for inclusion for both parents and pupils into the school and the PTFA. Note that classes are mixed twice at Honeywell (end of Year 2 and end of Year 4). Social events such as coffee mornings or drinks evenings are a great way for parents to get to know each other. Getting together as a year group for a joint party is also great fun.

4. To act as liaison between the class teacher and parents/carers

For example, by supporting the teacher in recruiting volunteers for a trip or informing parents of a last-minute change in timetable. Usually, it's the reps who organise a voluntary collection for a card and gift for the teacher and assistants at the end of the school year.

5. To encourage parents/carers to take an active role in the PTFA

- Each class is assigned a **stall** to run at the Christmas Bazaar and the Summer Fete. It is supposed to be a joint effort across the class and no amount of help or time is too small!
- Each class is asked to run a **fundraiser**. This can be as small or as big as you like such as a cake sale or a party and several classes can join forces. Please put proposals forward via the form on the PTFA website before going ahead, or reach out to our Class Fundraiser co-ordinators Marianne (for Infants) and Brittney (for Juniors) via [class](#)

fundraisers@honeywellptfa.org.uk for ideas, advice and support.

When the event is completed, please send any useful information such as “how to” guides to classfundraisers@honeywellptfa.org.uk for saving.

6. Year 6

Year 6 Reps are responsible for organising the leavers’ BBQ party, hoodies, yearbook, and programme for the show and will have specific support on these from the PTFA Committee. A separate briefing meeting for Year 6 reps only will take place in the first half term of the new school year.

Any help with recruiting class rep replacements at the end of the year is also greatly appreciated. Please email Thomas at secretary@honeywellptfa.org.uk with nominations.

Any questions please do not hesitate to contact any one of us at secretary@honeywellptfa.org.uk

Thank you so much for volunteering to be a rep this year!

Updated 9th September 2021