



## Friends Roles – Class Reps

Class Reps ensure good communication with the parents and teachers of their class. They organise social events for the parents & carers of their class. They may run with small projects for the school, organise stalls and helpers for the Christmas Fair and help out where they can with Friends events.

Key responsibilities include:

- Make yourself known to the class teachers and teaching assistants.
- Maintain a class list, email distribution group and telephone numbers where possible (this should be renewed each year in line the Data Protection Act rather than carried forward). Use your class list to forward all Friends info to parents. Ensure paper copies go to those not on email.
- Provide feedback and ideas from class to the Friends Committee
- Welcome new parents to the school
- Organise cake sales (one per year) – Fridays after school
  - Advertise cake sale via flip chart on path and posters in class windows and Friends noticeboard
  - Ask class parents to donate fairy cakes (nut free)
  - Gather a team of people to help
  - Arrive 3pm and set up – get tables from the cupboard in the school hall
  - Get float from Treasurer
  - Put price list on table – 30p per cake or 4 for £1
  - Lay out table
  - Aim to only sell to children once school is out (some flexibility will be required)
  - Cake sales are a good time to also bring out the second-hand uniform for sale on a separate table (£1 for logo items and summer dresses, 50p for non logo items/trousers/skirts/pinafores)
- Liaise with class teacher for any specific help required from Friends e.g. making costumes for carnival
- Arrange Christmas and end of year cards and class gift for Teachers and Teaching Assistants
- Arrange social events for their class e.g. parents nights out
- Represent your own class at Friends meetings and any Friends events.
- Help out at and enlist volunteers for Friends events e.g. discos, fair, carnival etc.
- Help with refreshments at various events, assemblies etc. (where possible)