

**The Royal School**

**Parent Teacher Association (PTA)**

**Class Representatives (Rep’s) 2016/2017**

**Why Are They Important?**

Class Rep’s are an important link between the PTA committee and the parents of each class from an information gathering and sharing perspective.

**What Do They Do?**

1. Cake Sales
2. Class Assembly Refreshments
3. PTA Events
4. Teachers End of Year Presents

 **Cake Sales**

Each class has a cake sale per academic year. If, however, you would like to organise more than 1 it would be greatly appreciated. The money raised from these sales goes directly to the class teacher who decides how the money is spent. It is the Class Rep’s responsibility to carry out the following:

1. Agree the date of the cake sale with the PTA and the Head teacher. Please avoid FRIDAY’S due to the tuck shop and any days when there is an after school club running. As at Oct 2014, there are clubs on Monday’s, Wednesday’s and Thursday’s.
2. Recruit at least 3 other parents to help sell the cakes on the day.
3. Ensure that the date is published in the school newsletter (ask Mrs. Fowler), update the Cake Sale Poster and ask Penny (PTA Co- Chair) to laminate it for display on the PTA Noticeboard.
4. Update the Cake Sale Flyer and arrange for Mrs. Fowler to distribute it in the bookbags a week before the cake sale.
5. Two days before and the day before the cake sale ask Mrs. Fowler to send a reminder text.
6. On the day of the cake sale before drop off
* bring a table from the PTA cupboard for donations to be put on.
1. Move the table into the School Hall once all of the donations have been received.
2. On the day of the cake sale before pick up
* arrange the cakes on the table either inside or outside of the School Hall weather dependant.
* Collect the float from the school office.
* Collect the plastic bags and gloves from the PTA Kitchen.
* Decide on the cost per cake. An average cost would be 50p.
1. Give the money to the school office.

**Class Assembly Refreshments**

Each class has an assembly once a term. The dates are communicated via the school newsletter. The Class Rep’s serve tea and coffee before the Class Assembly. It is the Class Rep’s responsibility to carry out the following:

1. Prepare the refreshments the day before the Assembly. This involves fetching the Urn, Mugs, Teabags, Coffee, Sugar and Teaspoons from the PTA Kitchen and leaving them on the table in the school hall. In addition, the Urn needs to be filled with water ready for Mrs. Fowler to turn it on when she arrives in the morning. (Please remind her the day before to switch this on the following morning.)
2. On the morning of the assembly buy milk and collect the PTA Pig from the school office.
3. Serve tea and coffee before the start of the assembly. Leave the PTA pig on the table for donations.
4. After the assembly wash and dry all of the mugs, empty the Urn and return all of the items to the PTA Kitchen. The PTA Pig must be returned to the school office.

**PTA Events**

The Class Rep’s support the PTA with their events by:

* Decorating the School Christmas Tree & School Hall on the last Friday evening of November from 7-9pm.
* Chasing PTA replies once a deadline has passed.
* Attending PTA events and helping run them.
* Communicating what the class teacher has spent the cake sale money on.

**Teachers End of Year Presents**

The Class Rep’s:

* Request a voluntary contribution from their class for an end of year present and card for the teacher and teaching assistant.
* Purchase and present the gifts.

**Cygnets Class Rep’s Only**

In July each year the Cygnets Class Rep’s organise cakes and serve them along with tea and coffee at the Year 4 Leaver’s Service held at The Royal Chapel on the last day of term.

**Swans Class Rep’s Only**

In December each year the Swans Class Rep’s recruit Year 4 parents/carers to serve the children their Christmas lunch and then all of those who have volunteered sit down to Christmas lunch themselves.

In May/June each year the Swans Class Rep’s organise the leavers presents for all Year 4 pupils and for the school.

In July each year the Swans Class Rep’s organise a Fish and Chip supper for the Year 4 teacher, teaching assistant, children and their families which is served in the School Hall around tea time.