



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.

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.

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 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.
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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@berkeley.gloucs.sch.uk which will then be forwarded to the necessary staff member(s) who will respond within 48 working 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.

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 lower 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

Class Rep Structure

Reception – Vacancy
Year 1 – Emma Dickson
Year 2 – Emily Farnsworth
Year 3 – Vikki Tudor
Year 4 – Lucy White
Year 5 – Karen Goodall
Year 6 – Vicky Kerr

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

2022/2023

TERM 1

- **INSET DAYS MONDAY 5TH & TUESDAY 6TH SEPTEMBER**
- PUPILS START WEDNESDAY 7th SEPTEMBER
- NEW RECEPTION INTAKE START MONDAY 12th SEPTEMBER
- TERM ENDS FOR PUPILS THURSDAY 20th OCTOBER
- **INSET DAY FRIDAY 21st OCTOBER**

TERM 2

- **INSET DAY MONDAY 31st OCTOBER**
- PUPILS START TUESDAY 1st NOVEMBER
- TERM ENDS FOR PUPILS FRIDAY 16th DECEMBER at 1:30PM

TERM 3

- **BANK HOLIDAY MONDAY 2nd JANUARY**
- **INSET DAY TUESDAY 3rd JANUARY**
- PUPILS START WEDNESDAY 4th JANUARY
- TERM ENDS FOR PUPILS FRIDAY 17th FEBRUARY

TERM 4

- TERM STARTS MONDAY 27th FEBRUARY
- TERM ENDS FRIDAY 31st MARCH

TERM 5

- TERM STARTS MONDAY 17th APRIL
- **BANK HOLIDAY MONDAY 1st MAY**
- TERM ENDS THURSDAY 25th MAY
- **INSET DAY FRIDAY 26th MAY**

TERM 6

- TERM STARTS MONDAY 5th JUNE
- TERM ENDS FRIDAY 21st JULY at 1:30PM
- **INSET DAY MONDAY 24th JULY**
- **INSET DAY TUESDAY 25th JULY**

