



Brookland Infant and Nursery School Class rep guidelines

What is the role of a Class rep?

A class rep is someone who liaises between the class teacher and the class parents/carers. Class reps should reflect our diverse school community to ensure different and voices are represented and all families feel included.

Community and Communication

- Act as a point of contact for the class
- Welcome new parents/carers and help them get to know others, making them feel part of the school community
- Organise and maintain a class contact list (with permission from families who wish to share their details)
- Share information about informal social gatherings (e.g. coffee mornings, meals out, play dates in the park) to help build a sense of community
- Send reminders about upcoming class or school events (e.g. trips, required items, deadlines)

Events and Support

- Organise occasional social events for parents/carers if there is interest, keeping it manageable and enjoyable
- Encourage parents/carers to volunteer for class trips, swimming, and other activities, and pass volunteer names to the class teacher, who will make the final selection
- Help enlist parent support for school and Parents' Association (PA) events such as Fireworks Night, Summer Fair, and fundraising activities
- If agreed by the class, collect voluntary contributions on behalf of parents and carers for events or end-of-year activities. In the past classes have found it useful to use an App called "Collectiv" for transparency on how the money is spent

Liaison and Guidance

- If needed, liaise with the class teacher at a convenient time to get clarification on any school communication or class specific information
- Support and promote the school's procedures and policies, leading by example
- If needed remind parents/carers of the parental WhatsApp and Social Media guidelines

Class Reps do not act as a channel between parents and the school. In line with the school's guidelines, if a parent raises a query or concern, they should be directed to contact the school directly. In the first instance, this should be the class teacher. If the matter is not resolved, it should then be referred to Mrs Hurst (Deputy Headteacher) or Mrs McCafferty (Headteacher).

How are class reps chosen?

Generally, the roles are chosen amongst the parents/carers in the class. We would ask where possible that class reps change in the September of the academic year rather than mid-year. The role should be rotated every September unless no one else volunteers. Once a parent has been a class rep they should step aside and give other parents a chance after their year to ensure it is fair.

Friendship Honesty Respect Responsibility Courage Tolerance

Social media including any class WhatsApp or Facebook platforms

Class Reps are generally the group administrator. Please remind parents/carers of the below Parental WhatsApp and Social Media guidelines

Brookland Infant and Nursery School does not operate WhatsApp or social media groups for communication with parents/carers. We are aware that many classes choose to set up their own WhatsApp (or other social media) groups for parent-to-parent communication.

To ensure these groups are used positively and in a way that supports the whole school community, the following guidelines should be observed:

1. **Respect the purpose of the group.** Class WhatsApp groups are intended for sharing practical, school-related information such as reminders about trips, events, or items needed in school. Official school communications will always come through newsletters or the school website.
2. **Build community.** Groups may also be used to bring parents/carers together socially and to enlist volunteers for school and Parents' Association (PA) events.
3. **Keep content appropriate.** Groups should not be used to share personal messages, promote businesses, or express political or biased views. Direct messages should be used for personal conversations.
4. **Moderation.** The group administrator (usually the Class Rep) is responsible for ensuring that the group remains focused on its purpose.
5. **Share verified information.** Only circulate information that has been confirmed by the school. Avoid forwarding rumours, speculation, or unverified "news."
6. **Raise concerns appropriately.** WhatsApp groups should not be used to discuss staff or children. Any concerns about a child, member of staff, or school matter should be raised in line with schools' guidelines
7. **Respect others' boundaries.** Not all members will respond to every message. If you need a direct response, please contact the person privately rather than in the group.
8. **Be considerate.** Before posting a message, picture, video, or link, consider whether it is relevant, useful, and appropriate for the majority of group members. Avoid sending large files that may be disruptive.
9. **Communicate respectfully.** Do not post anything that could cause distress or upset to another parent, carer, member of staff, or child.
10. **Keep group use balanced.** If you find yourself having a long exchange with one individual, please move the conversation to a private message rather than continuing in the group chat.