



Class Representative Guidance

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Across the Hampton Primary Partnership we have class reps – ideally two parents or carers – in each class, who do an important job in helping with the communication between the schools and our parent community.

What is the job of a class rep?

Class reps are representatives of both the school and the parents/carers and do an extremely important job of helping foster a sense of school community. The main responsibilities of a class rep are:

- **Communication:** Helping make sure parents and carers receive important communications from the schools, your class teacher and HPPA, and sending reminders about key dates. You will be added to an Ambassador and Reps group on Classlist and will receive important comms that you'll need to forward to your class. It's important to remember, though, that as class rep, you are not solely responsible for keeping parents on top of managing communications or informed of dates – everyone is personally responsible for keeping on top of the school calendar of events.

We will always try to send non-urgent communications outside of school hours and to space out communications to help reduce parents and carers feeling overwhelmed; however, sometimes there will be reactive or timely messages we need to send, and some time periods will be busier than others, e.g., Christmas.

You know your class best and if you feel it's better to stagger communications slightly, then please do. Comms are sent centrally from event leads and HPPA Chair to classes and via weekly roundups.



You will also get the termly chance to meet with the Executive Leadership Team to ask questions on behalf of your class.

- **Classlist Comms:** Leading by example and monitoring the chat between parents in the class group and making sure the group is used appropriately in line with the group guidance. For example, reminding them that photos/videos of the children should not be shared.
- **Class socials:** organising these for both parents and children – as often as you like! Playdates in the park over the summer or evenings just for the parents/carers – it's up to you and your class.
- **Teacher gifts:** organising these for your teachers and LSAs both at Christmas and at the end of the Summer term, in accordance with the school gifting policy. Written guidance will be provided to reps in due course.
- **Christmas and summer fairs:** recruiting volunteers from the parents in your class to support your class stall at the HPPA fairs.

What is the time period for being a class rep?

The term of being a class rep now runs from September to September. Reps will be appointed for the academic year in September once we all return after the Summer. During the Summer holidays, the reps from the previous academic year (with the exception of nursery and reception) will continue to be on hand in the class and will hand over to the new reps in September. Nursery and reception groups will have an HPPA representative who will be able to help those parents/carers with any queries.

How do I become a class rep?

Thank you for wanting to volunteer to be a class rep! Comms will go out from HPPA in September to request volunteers for reps. Post onto your class group to put yourself forward. Each class ideally needs two reps, so if multiple parents or carers would like to be class reps, then have a conversation between you and decide who will be rep this year. There are plenty of opportunities to rep across the partnership; everyone who'd like to take a turn should get a chance! It is important that all parents and carers get a chance, so we ask that reps do not rep for more than one year at a time.