

Volunteering as a Class Representative at Surbiton High School Parents' Association

What does the Parents' Association do?

Surbiton High School Parents' Association has three main functions: to form a link between parents and the School, to organise social events for parents and their children and to fundraise for specific items within the school community.

What does a Class Rep do?

In the Senior School, there is an established system of Class Representatives (usually two in each class), with a Year Liaison Representative for each year group and a Liaison Officer to co-ordinate PA activities within each School. In the Senior School, this role is held by the Chair of the PA.

1. Class Lists/Communication

- Draw up class list (parent distribution list on MIS will help – especially in Year 7)
- Copy class list to Year Liaison Rep and SHS2ndhanduniform@googlemail.com
- Keep class list updated
- Forward communications to parents in your class from the PA committee
- Welcome new class members and parents

2. Events

- Attend PA Welcome Meeting in the Autumn Term and any additional Class Rep Meetings as advertised (usually no more than two or three a year)
- Help co-ordinate running of allocated year stalls at Christmas and Summer Fairs, including sourcing prizes and drawing up a rota of class members to run year stall
- Arrange social events for parents, if this is something that parents in your class would like – eg coffee morning, parents' drinks, tapas evening etc
- Raise awareness of PA events and generally support fundraising initiatives

3. Class Rep Parent Forum ('Meet the Head')

Held termly, these meetings are an opportunity to exchange views between staff and parents. In the Senior School, these sessions cover Years 7-9 and Years 10-13 and are attended by the Class Reps and the Head and Senior Management Team.

- At least two weeks in advance, email your class to ask for agenda items for the meeting, consolidate responses and a week in advance send to Rosie Perry in Ms Haydon's office rosie.perry@surbitonhigh.com copied to your Year Liaison Rep.

- Remind parents, if necessary, that issues specific to their child or of an academic nature should be raised by directly with the relevant teacher or Head of Year.
- Attend the meeting on behalf of the parents in the class – or if no Class Rep can attend, arrange for another class parent to attend.
- From Jan 2012 minutes will be distributed via MIS but Class Rep can add more detail directly to parents in their class if they wish.

For more information on the PA, including its fundraising activities and the crucial role of Senior School parents in supporting the PA, please click on the following link <http://www.surbitonhigh.com/about-us/view/47/> (CHECK THAT THIS WORKS WITH CHANGES MADE TO SITE)

If you would like to volunteer as a Class Representative, please contact pa@surbitonhigh.com