

# **Handbook for Class Representatives**

**Surbiton Boys' Preparatory  
and  
Surbiton Junior Girls'**

# **Contents**

**Introduction**

**Role of the Class Representative**

**Part I      The Class Rep Calendar**

**Part II     Specific Event Information**

## **Introduction**

Your role as a Class Representative (hereto referred to as ‘Class Rep’) is important and valued by both the staff and the parents. This handbook is designed for every Class Rep, whether they have been a parent at the School for many years or have recently joined the School. It will help you to undertake your role efficiently, giving you tips, advice and suggestions and reduce the risk of last minute panics. Part I is a month-by-month breakdown of the main activities of a Class Rep and it aims to cover the routine in which you will be involved throughout the year. Part II will provide you with key information regarding specific events. It is important that this document remains up to date and relevant, so if you have any useful information that you think could improve the handbook, please do make a note of it and pass it on to the Chair of the PA, [pa@surbitonhigh.com](mailto:pa@surbitonhigh.com).

## **Role of the Class Rep**

For each class in each year, Class Reps volunteer to coordinate social activities for the parents and sometimes for the children in that class. This important activity helps to introduce new members of the School to their immediate class, which is of benefit to the parents and, more importantly, it provides a network for the children. Typical activities of a Class Rep might include collating and distributing a class contact list and emergency phone chain, organising termly class social events – e.g. Pot Luck Supper, Pantomime tickets, picnic/barbecue etc, producing a regular newsletter for the class, and attending a termly meeting with the Heads of the Schools.

Ann Haydon invites Class Reps to a termly meeting, along with the Head of each School. There are separate meetings each term for the Class Reps of Key Stage 1 and 2 to more accurately address issues pertinent to the age categories.

# Part I

## The Class Rep Calendar

**This section is intended as a guide to the general activities carried out by a Class Rep throughout the year. Activities which pertain to only the Junior Girls have been listed in pink, while those relating only to the Prep Boys have been detailed in blue. You may not need to do all of the tasks listed here and there may be additional tasks that crop up during the year. If you do have any additions or suggestions for improving this section, please drop an e-mail to the Chair of the PA so that your information can be incorporated into future copies of the document.**

# The Class Rep Calendar

## July (the year before you start your role)

1. Send out an e-mail to your class informing them that you will be taking over as Class Reps.
  
2. Contact the school office to see if any new children are joining in September. If you would like the details of the new family, please ask the office to make contact to get permission to distribute their information. You may also like to drop a note to your class.

## September

1. Contact your year teacher and your School's PA Liaison Officer (Cynthia Mitchell (Acting Liaison Officer/POST VACANT) or Michelle Deans) to let them know you are the new Class Rep.
  
2. As early as possible, determine which stall your class would like to run at the Christmas Fair. Contact Jan Roberts [jan.Roberts@follettandco.co.uk](mailto:jan.Roberts@follettandco.co.uk) who coordinates the internal stalls for the Fair or e-mail [pa@surbitonhigh.com](mailto:pa@surbitonhigh.com).
  
3. Arrange a handover meeting with previous Class Reps to: 
  - a. collect any money left over from the previous year;
  - b. collect leftover supplies (cups/food/plates etc);
  - c. get a copy of the expenditure for the previous year (if applicable);
  - d. get a copy of class e-mail addresses and last year's contact list.
  
4. Send out last year's class list to the class and ask for amendments. It is recommended to give a deadline for this otherwise you will be chasing people for information. Collate the information and send out a revised list including new parent details. You may need to send further copies throughout the year as telephone numbers / e-mail addresses are changed.

5. Send the class list to the organisers of the Second Hand Sale. The list will be used to distribute the letters to relevant parents (on a termly basis) informing them that they have money to collect from the sale. It is important however that when you ask for updates of the class list, you make it clear to all parents that the list will be distributed to the second hand uniform sale organisers. Some parents may not want their details shared with a third party. If they do object, remove their contact details before sending. Finalised contact lists should be e-mailed as soon as possible to [SHS2ndhanduniform@googlemail.com](mailto:SHS2ndhanduniform@googlemail.com). Contacts: Jane Morrison and Tamsin Tomlin.
  
6. Promote via e-mail and attend the Boys' Prep Fun Day (usually the second Sunday of September) at Hinchley Wood. Provide and put up gazebo for your class. This will be a meeting point for your class. Posts will be in place to tell you where to erect your gazebo. Before the event, you may be contacted by the PA Liaison Officer who will ask you to contact your class for help with the bouncy castles rota. (You will also need to provide a gazebo for the Summer Fair.)
  
7. Collect parent contribution (normally about £20-£30) to form the class kitty. It is entirely up to you how much you ask for, how you ask for it and how you hold the money over the year. It will be used throughout the year for various presents/expenses etc. (See 'List of Expenses' in Part II.) Please note that the Summer Fair is run every second year (beginning in 2010). You may like to take account of this when you are asking for funds from the parents so that you have money to cover purchasing these items. All the money spent on a Fair can be returned to the kitty from the takings on the day or you may wish to donate the full takings to the PA.
  
8. Set up a simple spreadsheet to keep a tally of income and expenses for the year (not essential but always good to keep a record of what you are spending so that if anyone asks you can always show how you have spent the money). You may want to keep receipts as well.
  
9. Send out class newsletter (or similar) informing parents of forthcoming events, clarify any queries, give out revised contact list etc. It is up to you how you contact your class and how often.

10. You may also like to let your class know the days when you are generally around dropping off or collecting in case they wish to speak to you in person.
11. You will be invited to attend a welcome meeting by the Parents' Association where you will be advised about the upcoming events (with particular attention to the Christmas Fair), introduced to your PA Liaison Officer and get a chance to meet the other Class Reps across the year groups.
12. You will be invited to attend a Class Rep meeting in the Autumn Term with Ann Haydon, the Head, Deputy Head and Head of Key Stage 1 or 2, whichever is pertinent to your class. Request comments/suggestions and positive feedback from your class well in advance of this meeting. Send your agenda and confirm your attendance with Rosie Sleeman, Executive Assistant to Ann Haydon ([rosie.sleeman@surbitonhigh.com](mailto:rosie.sleeman@surbitonhigh.com)) as early as possible before the meeting but no later than 24 hours before the meeting. Please remind parents that issues specific to their child or of an academic nature should be raised by them directly with the relevant teacher. Sometimes you may be asked to raise a query which is very specific to your year, in this instance you should e-mail your year teacher directly for a response and then feedback to the class.

## **October**

1. Start to plan a mums'/parents' night out (again, you may want to do this in September). Ask your class if anyone is willing to host an event during the year such as coffee mornings, fish and chip nights, end of year suppers etc.
2. Attend the Parents' Association Annual General Meeting, usually held in the upper hall of the Senior Girls' School during an evening in mid-October before the half-term.
3. Send out a monthly newsletter (if required) – Christmas Fair Rota etc.

4. Report back to your class on the minutes of the Autumn Term Class Rep meeting.

## November

*The main event taking place this month is the school Christmas Fair (see 'Christmas Fair' in Part II for further information).*

1. Set up a class rota for help on your Christmas Fair stall. This is a class stall so you should expect good support from parents. Split the event into hour or half hour slots.
2. Buy in stock for prizes, organise float and posters for your stall. If your stall is an activity related one, ensure you have all materials organised to run it.
3. Towards the end of the month the School holds the Scholastic Book Fair in the hut. Class Reps are asked if they can help run the fair from 3.00-3.30 until a member of staff can take over. You can also ask parents from your class for help.
4. Send out monthly newsletter (if required) – Carol Service; end-of-term night out; Christmas Fair Rota etc.

## December

1. Plan and buy Christmas presents for: class teacher, teaching assistant and any other relevant members of staff, such as the secretaries.
2. Buy a Christmas card for the children to sign for the teacher. This can be done in the playground after School or you can send home address labels with each child to sign and return to later stick in the card.
3. Hand out presents and cards on the last day of term in the classroom either at the beginning of the day or after the Carol Service.

4. Act as point of contact for any queries regarding costumes for the Christmas production. Clarify with teachers whether the children should come to School in their costumes or uniform.
5. Provide food/gifts/party prizes for the Infant/Junior Christmas party. (See Infant/Junior Party in Part II.)
6. You may choose to give the children a little present on the last day of term but this is not obligatory. Sometimes you may have presents left over from the Christmas Fair and this is a good way to 'offload' them. Collections of books purchased from companies such as The Book People can also work well.
7. Some classes organise an event on the last day of term, such as ice skating at Hampton Court or a cinema/theatre trip. This is not obligatory. Be sure, however, that you involve other parents and are not lumbered with a class of 20!

## January

1. You will normally be invited to attend a Class Rep meeting in the Spring Term with Ann Haydon, the Head, Deputy Head and your year teacher. Request comments/suggestions or positive feedback from your class. Send your agenda and confirm your attendance with Rosie Sleeman, Executive Assistant to Ann Haydon ([rosie.sleeman@surbitonhigh.ucst.com](mailto:rosie.sleeman@surbitonhigh.ucst.com)).
2. Report back to your class on the Class Rep meeting.
3. Start to plan a Spring Term night out.
4. Send out a class update for various forthcoming events (i.e. [French Breakfast in February](#)).

## February

1. Send out class update on this month's events, such as: Book Character Day, PA Quiz Night, [Barnardo's Concert](#).
2. Remind class of any inset dates that fall around the half term.

## March

1. Organise end of term presents for staff.
2. Send out update on this month's events, such as forthcoming school trips, end of term dates and start dates for next term etc.

## April

1. Circulate flyer for joint Junior Girls' and Boys' Prep Disco.
2. Send out class update.
3. [Act as liaison between Boys' Prep and the class regarding costumes for the school production. Ask the School if there is anyone who is taking overall responsibility for the costumes as they would be a useful contact to have.](#)
4. Contact the Chair of the PA to find out when the list for Summer Fair Stalls will be sent out.

## May

1. Respond to PA's stall e-mail, selecting your preferred stall to run. (See section on Summer Fair in Part II for full details.)
2. Inform your class if you intend stepping down as Class Rep at the end of the year so people have time to decide if they want to take on the role.

## June

1. Contact the support staff to see which children (if any) are leaving the class at the end of term. You may like to organise a small leaving gift and card for them, remembering to budget for this in your kitty.
2. Propose organising an end-of-term activity, such as swimming at Hampton, picnic etc. This is, however, totally optional and should only be undertaken if there is enough support from parents to help on the day. It is normally done the afternoon they break up from School. Alternatively, you could organise a picnic in a park a few days before the return to School in September.
3. Send out update with reminders: Summer Fair, half term dates, school production dates, sports day, return prize giving slip etc.
4. Plan an end-of-year night for parents.
5. The Scholastic Book Fair is held in the hut (mid-to-end of month). Class Reps are asked if they can help out. You can also ask parents from your class for help.
6. Organise: rota, float, gazebo, stock and posters for Summer Fair stall.

## July

1. Contact your School's PA Liaison Officer to inform them of the new Class Reps. An updated version of this handbook will be sent to the new Class Reps before the end of term so that they can start to plan and prepare for the following year.
2. Hand out gifts/cards to relevant members of staff and to any children leaving the class. You may, if you have money left in the kitty, like to give a small gift to parents who have helped out with the teas over the year (normally two or three take on this role).

3. Send out class update including important dates for the month: Summer concerts, sports day, prize giving etc.

## **September**

Arrange to meet with the new Class Reps to hand over any items from last year:

- Stock (from running stalls);
- Money from kitty; and
- Any notes, copies of expenditure, class lists, etc. that may help.

## **General**

1. Your PA Liaison Officer will contact you regularly by e-mail, detailing upcoming events and offers etc. You will be asked to send out this information to your class. It is best to send this out as quickly as possible to the rest of the parents.
2. From time to time there will be queries regarding uniform, collection times from an event or sports fixture, costume queries for productions, weather queries etc. As Class Rep, it is your responsibility to try and get clarification from the School and disseminate the information back to your class (or individual parent depending on the query). You are able to contact all members of staff via e-mail; alternatively you can ring the school office.
3. Sometimes you may be asked by a parent to help in matters which relate to academic or behaviour issues, specific to their child. It is not the responsibility of the Class Rep to undertake such requests and you should direct the parent to the class teacher or the school office in this instance.

# **Part II**

## **Specific Event Information**

**Class Rep Forums**

**Christmas Party**

**Christmas Fair**

**Summer Fair**

**Kitty Expenses**

**School Office**

**Key Contacts**

## **Class Rep Forums**

Class Rep Forums are held termly. You will be invited to attend one of these meetings by Rosie Sleeman, Executive Assistant to Ann Haydon. They will normally take place at the end of the school day in the Senior Girls' School boardroom. Depending on the number of agenda items, it would be sensible to allow 1½ hours for the meeting. The purpose of the forum is:

- to exchange information and views about items notified to the School in writing, in advance, and to respond and develop within the meeting;
- to bring staff and parents together as part of the Surbiton High School community.

The forums are divided into the following year groups:

- Reception – Year 2 with Ms Haydon, the Head, Deputy Head and Head of KS1.
- Years 3 – 6 with Ms Haydon, the Head, Deputy Head and Head of KS2.

You will be expected to put forward agenda points prior to the meeting, which can be e-mailed to [rosie.sleeman@surbitonhigh.com](mailto:rosie.sleeman@surbitonhigh.com). Currently, the forums have been very positive in nature, with a lot of collaboration between Class Reps and the staff members. Constructive criticism is welcomed, as is positive feedback on any areas that are working well. The members of staff welcome suggestions for development and improvement in all areas of the School from the Class Reps. Equally, there may be instances where the forum will take on more of a focus group where the opinions of the Class Reps will be sought on various issues.

Once the meeting has taken place, you will receive a copy of the minutes of the meeting and it is your responsibility to feed these back to your class. You may wish to add more detail to the minutes, if required, so that your class is fully informed.

You may like to work with the Class Reps from the other years attending, to produce one agenda for submission which covers all the points you wish to raise without any overlap.

## Infant/Junior Christmas Party

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Contact:

Boys' Junior Party: [gill.russ@surbitonhigh.com](mailto:gill.russ@surbitonhigh.com)

Boys' Infant Party: [anisa.lewis@surbitonhigh.com](mailto:anisa.lewis@surbitonhigh.com)

This normally takes place on the afternoon before the last day of School. The parties are split between Infants (Reception to Year 2) and Juniors (Years 3-6). Each year is asked to supply small amounts of food and drink for the party. Normally the Class Reps from each year group will e-mail to confirm what they will provide. It is normally split into:

- drinks and crisps – Capri Sun or Ribena cartons (or similar) preferred;
- biscuits and cakes;
- savoury (e.g. mini sausages, mini scotch eggs, cucumber, carrot); and
- Christmas crackers.

You may also be asked to provide a Christmas gift for each child and party prizes. Age-appropriate collections of books from online companies such as Red House ([www.redhouse.co.uk](http://www.redhouse.co.uk)) and The Book People ([www.thebookpeople.co.uk](http://www.thebookpeople.co.uk)) are popular choices and can work out as low as £1 per child. 'Pass the Parcel' and 'Musical Statues' are often played and will require prizes to be purchased for each class.

Your class contribution is normally paid for out of the kitty. You will be contacted by a member of staff asking you to provide the food, confirming the date and time and location of the party and where you can set out the food (one of the classrooms). Normally you can arrive about half an hour earlier to set up, however, you are not required to stay for the event itself.

Please be aware that as this is a very busy time of year, you may not get much notice before this event. You can ask for help from your class but it is easily done by yourself if you have an hour to spare.

# Christmas Fair

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Contact [pa@surbitonhigh.com](mailto:pa@surbitonhigh.com) or Jan Roberts [jan.roberts @follettandco.co.uk](mailto:jan.roberts@follettandco.co.uk)

This is one of the major PA fundraising events of the year. It normally takes place on the last Saturday of November or first Saturday of December. It runs from 11am to 3pm at the Surbiton Assembly Rooms. Each class is expected to run a stall for the duration.

If there is a particular stall you would like to run then you will need to inform the PA Committee member responsible for internal stalls at the Christmas Fair, currently Jan Roberts, or your PA Liaison Officer at the earliest possible time (normally in September). You can come up with a unique idea for a stall or select one from previous years. It is done on a first-come-first-served basis. You may ask for a list of stalls from previous fairs to help you make your decision. Your PA Liaison Officer will inform you when the PA Welcome Meeting will take place in September. It is very important that at least one Class Rep from your year attends this meeting as this is where much information for the day is given out. The Christmas Fair will also be discussed at the Class Rep meeting after the PA AGM.

You will be expected to:

- buy prizes/gifts/sweets for your stall ([www.bakerross.co.uk](http://www.bakerross.co.uk) is an excellent website for sourcing all sorts of gifts in bulk at reasonable prices);
- provide a sheet for helpers on the stall confirming timings for the rota, contact details for the Class Rep if there is a problem and the rules / requirements of the stall;
- decorate your stall including posters with cost of stall / name of stall / prizes on offer;
- provide a kitty for your stall (normally £15 is enough and most banks will happily provide you with this amount in change);
- arrange a rota in your class to man the stall during the day;
- prepare your stall, buying or borrowing materials/equipment etc where required;
- ask for sweets donations from your class if required;

- remember to take out your float and any expenses from the takings at the end of the day, total up your final amount and hand over to a designated PA representative; and
- clear up and tidy away your stall.

Any money spent on your stall can be taken from the class kitty fund. It is up to you whether you wish to reclaim this money from the takings on the day or write it off and donate the money to the PA.

Be careful not to buy too much stock as you may not be successful in having the same stall the following year. Any leftover stock can be given out to the boys and girls as gifts at Christmas, if appropriate.

The PA will:

- allocate a table in the Surbiton Assembly Rooms for your stall;
- provide you with a bag for notes which can be taken to a PA helper during the day and a sheet to log the money you have handed over;
- be available on the day should you have any queries; and
- be able to provide you with additional change should you start to run out.

You may like to donate any posters or equipment you have made for future years to use. These can be stored by the PA – please contact the Chair of the PA to discuss.

You will be allowed into the Assembly Rooms to set up approximately two hours before the event starts.

# Summer Fair

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Contact:

pa@surbitonhigh.com

This event premiered in the summer of 2010 and is held every two years. It normally takes place late June / early July. It runs from 11am to 4pm at our Hinchley Wood Sports Grounds. Each class is expected to run a stall for the duration.

If there is a particular stall you would like to run then you will need to inform the Chair of the PA or your PA Liaison Officer at the earliest possible time (normally at the beginning of the Summer Term). The Chair of the PA will send out an e-mail listing all the available stalls. It is done on a first-come-first-served basis. It may be a good idea to ask the Chair of the PA to let you know when the e-mail will be sent out so that you are aware of it and can respond asap.

You will be expected to:

- buy prizes/gifts/sweets for your stall ([www.bakerross.co.uk](http://www.bakerross.co.uk) is an excellent website for sourcing all sorts of gifts in bulk at reasonable prices);
- organise a gazebo for your stall to keep the rain off and shade from the sun;
- provide a sheet for helpers on the stall confirming timings for the rota, contact details for the Class Rep if there is a problem and the rules / requirements of the stall;
- decorate your stall including posters with cost of stall / name of stall / prizes on offer;
- provide a kitty for your stall (normally £15 is enough and most banks will happily provide you with this amount in change);
- arrange a rota in your class to man the stall during the day;
- prepare your stall, buying or borrowing materials/equipment etc where required;
- ask for sweets donations from your class if required;

- remember to take out your float from the takings at the end of the day, total up your final amount and hand over to a designated PA representative; and
- clear up and tidy away your stall.

Any money spent on your stall can be taken from the class kitty fund. It is up to you whether you wish to reclaim this money from the takings on the day or write it off and donate the money to the PA.

Be careful not to buy too much stock as you may not be successful in having the same stall the following year.

The PA will:

- allocate a table for your stall;
- provide large items of equipment ie bouncy castles, candy floss machines etc;
- provide you with a bag for notes which can be taken to a PA helper during the day and a sheet to log the money you have handed over;
- be available on the day should you have any queries; and
- be able to provide you with additional change should you start to run out.

You may like to donate any posters or equipment you have made for future years to use. These can be stored by the PA – please contact Jan Roberts [jan.roberts@follettandco.co.uk](mailto:jan.roberts@follettandco.co.uk) to discuss.

You will be allowed into Hinchley Wood to set up approximately two hours before the event starts.

## List of Typical Kitty Expenses

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This is not an exhaustive list but gives you some ideas:

- presents for teachers / teaching assistants / other members of staff;
- gifts for new babies / marriages;
- gifts for children who are long-term unwell or leaving at end of year;
- stock and materials / decorations for Christmas Fair / Summer Fair;
- food contribution for Christmas party; and
- sundries for social events.

## School Office

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Contact :

[kelly.smith@surbitonhigh.com](mailto:kelly.smith@surbitonhigh.com)                      020 8390 6640  
[terry.burton@surbitonhigh.com](mailto:terry.burton@surbitonhigh.com)

[gina.eason@surbitonhigh.com](mailto:gina.eason@surbitonhigh.com)                      020 8546 9756  
[sue.kahn@surbitonhigh.com](mailto:sue.kahn@surbitonhigh.com)

All of the ladies in the offices of both the Boys' Prep and the Junior Girls' are extremely good at helping out with information. If you do require help, and don't know who to ask, then please contact the office in the first instance and normally they will be able to help you with your query or pass you onto the relevant member of staff.

## Key Contacts

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<a href="mailto:cath.buften@surbitonhigh.com">cath.buften@surbitonhigh.com</a>	Head of both Junior Girls' and Prep Boys'
<a href="mailto:sally.ralph@surbitonhigh.com">sally.ralph@surbitonhigh.com</a>	Acting Head of both Junior Girls' and Prep Boys'
<a href="mailto:anisa.lewis@surbitonhigh.com">anisa.lewis@surbitonhigh.com</a>	Deputy Head of Prep Boys'
<a href="mailto:leigh.hardie@surbitonhigh.com">leigh.hardie@surbitonhigh.com</a>	Deputy Head of Junior Girls'
<a href="mailto:rosie.sleeman@surbitonhigh.com">rosie.sleeman@surbitonhigh.com</a>	Executive Assistant to Ann Haydon
<a href="mailto:pa@surbitonhigh.com">pa@surbitonhigh.com</a>	Chair of the PA
<a href="mailto:shspa@sky.com">shspa@sky.com</a>	Junior Girls' PA Liaison Officer
<a href="mailto:michelle.deans1@btinternet.com">michelle.deans1@btinternet.com</a>	Prep Boys' PA Liaison Officer
<a href="mailto:tim.ferguson@surbitonhigh.com">tim.ferguson@surbitonhigh.com</a>	Sports Fixtures
	Pastoral Care
<a href="mailto:gill.russ@surbitonhigh.com">gill.russ@surbitonhigh.com</a>	KS2 Coordinator
	Junior Boys' Christmas Party
<a href="mailto:judith.scholes@surbitonhigh.com">judith.scholes@surbitonhigh.com</a>	Curriculum Coordinator

[jan.roberts@follettandco.co.uk](mailto:jan.roberts@follettandco.co.uk)  
[SHS2ndhanduniform@gmail.com](mailto:SHS2ndhanduniform@gmail.com).

Christmas Fair – internal stalls  
Jane Morrison and Tamsin Tomlin

## **Class Rep Handbook – do you have any updates?**

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Contact [pa@surbitonhigh.com](mailto:pa@surbitonhigh.com)

- Are you aware of any out-of-date information?
- Was there something you wish this handbook had told you?

This handbook will only be a useful tool for Class Reps if it is relevant and up to date. If you have benefitted from it but think there could be improvements, then please do e-mail the Chair of the PA so that it can be updated and improved for next year.



