



## RESPONSIBILITIES OF A PTA CLASS REPRESENTATIVE

The Sheringdale PTA raises funds to support and enrich the school life of all the children at Sheringdale. We also aim to bring together our community of parents, carers, teachers and children through social and fundraising events for all to enjoy.

Being your Class Rep is a fantastic way to become involved in the PTA. Class Reps liaise between the parents in each class and the PTA Committee, so parents know how they can get involved. Reps also organise class cake sales, collections for the teachers at Christmas and End of Year - and the all important class social events.

## FUNDRAISING EVENTS:

The Summer and Christmas Fairs are the PTA's two biggest fundraising events of the year. Each PTA Class Rep is responsible for managing two stalls at each Fair. This also includes attending meetings with the Fair Committee, preparation, set up, organising rotas and clearing up on the day.

Other events are also held throughout the year. Each of these events will have an organising committee and help is asked for at the time according to what is needed including selling tickets, helping with decoration, serving refreshments, set up etc.

## COLLECTIONS:

During the year there are two collections for your child's teacher and teaching assistants. These are Christmas and End Of The School Year.

How you choose to do this is up to you however a good idea is to put an envelope and note in each child's PACT folder a couple of weeks beforehand. The envelopes can be returned in the PACT folder (the teachers will collect them) or directly to you. This is especially efficient if a large number of parents are working full-time.

What the money is spent on is up to the class parents however, John Lewis vouchers are very popular with teachers.

NOTE: Contributions are voluntary and if you decide to use the envelopes please don't name them to allow anonymous donations.

## CAKE STALLS:

Each year group is responsible for one cake sale during the year. The dates are set by the school however, the PTA Class Rep is responsible for reminding parents to bake or bring donations and ensuring there are a few volunteers on the day to help set up, sell and clear up. The float is organised by the Office and all money should be returned (doesn't need to be counted) once the stall has ended.

## SOCIAL EVENTS:

The PTA Committee will organise one coffee morning per term held in the Dining Hall at school and one Parents Drinks Evening at a local pub to bring parents across the school together. PTA Class Reps are welcome to organise more social events within your year group. Coffee mornings, drinks out at the pub, dinners out, picnics after school - are all good events to get to know other parents and carers. How many you organise is completely up to you and will depend on the age of the class. In order to do this you will need a contact list of all parents and carers. You can put a form in each child's PACT folder asking for details or approach parents or carers directly.

NOTE: Address all notes, communication to 'Parents and Carers'. This ensures no-one feels excluded.

## CONTACT:

If you have any questions, please feel free to contact [sheringdalepta@gmail.com](mailto:sheringdalepta@gmail.com)