

Dear Parents / Guardians,

We are streamlining the role of the Class Rep in the primary school so although you may be aware of how they have run previously we believe it would be of benefit to all to familiarize yourselves with the Class Rep responsibilities:

- Make Initial contact with new families in their designated class
- Support the PSA- they are a link between the PSA, class teacher and parents.
- Assist the teacher- or organise volunteers to help with PHES events.

The Class Rep is a **volunteer** parent who liaises and helps the teacher in communicating with parents on matters related to the class, usually through WhatsApp or email. Protocol insists that such matters are restricted to assisting the teacher.

Optional Duties:

- Coffee Mornings- Some classes may wish to meet up for a chat or to plan events, the parent's café should open in the near future which will facilitate with this, this is located next to the music room opposite the car park area.

Our Class Reps do a wonderful job, are a valuable link into the parent body and all are volunteers. It is not the job of a Class Rep to comment on any academic queries or matters.

Please take note that Class reps and the class WhatsApp groups should NOT be used for:

- Relaying concerns about individual children
- Discussing school policy or procedures
- Expressing opinions on school matters
- Discussing staff
- Relaying incidents that have occurred in school

These latter points should be raised **directly** with the class teacher, then the Year Leader and if things are still not resolved the school office or Assistant/Deputy, Head of Primary Ms. Kasia or Mrs. Anna Stuart and then The Head of Primary Mrs. Natasha Hilton.

Please refrain from using the WhatsApp chat group outside the hours of 6am and 9pm unless your group are happy to do this, we know some parents are not keen on being in the groups but it might mean that you may miss specific class messages a suggestion is to be part of the group but put it on silent. (If you want to discuss something with only one or two parents in the group, please do so privately and not in the group.) Please refer to the Park House School website or Park House School FB/Instagram pages for an update on all our upcoming events/news before contacting the class rep.

Our Events Year Planner can be found on our Park House School Website, link below. Please note these dates are subject to change when advised by the MOEHE.

<https://parkhouseschool.com/wp-content/uploads/PHES-Events-Year-Planner-2021-2022.pdf>

If a parent does not comply with these requests, the Class Rep will remove you from the WhatsApp group. We need to be respectful of these etiquette rules; otherwise the WhatsApp groups will be shut down.

I am sure I can count on your support in assisting the Class Reps in a positive manner.

Kind Regards,

Claire Sharkey  
Executive Assistant to the Principal

