

# Role of Form Rep

The position of Form rep/co-ordinator is open to any parent. Each year group should have two reps. A retiring rep traditionally recruits a replacement and notifies the Secretary (Sam Goffin) of the change.

Form Reps are expected to:

Ensure at least one rep from the year group attends the Parents Forum meetings which are held at the beginning of each term.

Seek the views of parents and represent them at meetings.

Communicate information from the meetings to the class parents and other reps as required.

Communicate information from the Parents Forum committee to the class parents as required.

Act as an ambassador for the school and support decisions made.

Take pride in and be proactive in their role.

Encourage participation in social and fundraising events.

Recruit parents to help at social and fundraising events.

Introduce themselves to new parents and give them the opportunity to meet other parents by organising termly coffee mornings and nights out.

At the beginning of each school year, compile a list of the names and addresses of each child with his/her parents' names, address and telephone numbers. Get the parents to check the details before distributing it to all the parents in the year group. Update the list if new children join during the year.

Organise collections for teachers if and when appropriate (bearing in mind that all such contributions are voluntary).

Encourage/channel any parents who wish to offer a specialism or who are particularly enthusiastic to help the school in any specific way, eg. artistic, ICT etc

The regular events held during the year which require the form reps involvement include:

Bonfire Night

Christmas Bazaar

Family Day

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