

NOTES FOR CLASS REPS

Thank you for volunteering to be a class rep! We hope you find it an enjoyable and rewarding experience. If you have any questions or need help with anything, please contact the Class Rep Co-ordinator Rachel Sanders at rachelsanders29@yahoo.co.uk

A helpful guide of suggestions for the year!

Class list of contact details: The first task is to update the contact list for your class. E-mail the list to all parents in the class asking them to update you with any changes. **If you are a rep for nursery or reception class**, your first job will be will be to collate a class list with details for each child's parent/carer, including email address, telephone numbers, home address, carers name and number. You can put a poster up outside the door to the classrooms and ask parents to put their contact details there. The class list of contact details has a number of uses, including helping you get information out to the class and parents having a reference point for arranging play dates. Please note that contact details cannot be given out by the school office, they have to come from the parents and should not be forwarded to others outside the class.

Whats app groups – it's also a good idea to create a Whats app group for your class (if the parents in your class want to do this). RAPSA will also send posters to advertise events via Whats app. Some classes have created groups which you can chat on and groups which are just for information eg – events/meetings etc so the information doesn't get lost in the chats. You could also send social invitations/meeting reminders/events as calendar invitations then they go straight into people's calendars.

Data protection guidelines – following the introduction of GDPR we need to gather permission from all parents to allow you to share their email addresses, but only amongst the class. More information will follow in a separate email.

Teachers - Talk to your teachers about how you can help them, often forwarding on emails – requests to bring things in or information about events in the classroom. Remember, they don't have access to email lists!

Class drinks and coffee mornings: try to organise one class drinks and one coffee morning once a term. Traditionally Thursday evenings for drinks and Friday mornings for coffee mornings tend to work best, but you may want to vary the days of the week to accommodate different parents and work arrangements. If you would prefer not to host a coffee morning, ask for a volunteer's house or hold it at the pavilion or local cafe.

Christmas and summer class parties: these often work well in a 'home' – ask for volunteers if you would prefer not to host, or consider hosting it at the pavilion or a pub. Most classes ask guests to bring a dish and a bottle of whatever they like to drink so the hosts don't have to pay for it all. Some classes also arrange camping trips which are great fun.

Christmas and end-of-year cards for teachers and teaching assistants: hand out stickers in an envelope for each child for parents/children to write a message to stick in a card rather than handing the card round. Most classes also arrange for a contribution for presents for teachers and teaching assistants, these are usually vouchers. A cheap source of cards is the Card Factory in Wood Green.

At the beginning of each term it's nice to send an email with all the relevant dates for that term (eg Christmas Fair, cake sale, sports day). Many parents also welcome reminders the day before important events (eg class photos or trips). You can find lots of important information and a list of dates and upcoming events in the Head Teacher's newsletter and on the school website (www.rhodes.haringey.sch.uk).

The FUNdraising element (with guidance from the RAPSA team)

Easy fundraising website:

RAPSA subscribes to the easyfundraising website – you download the app and then use it to do your online shopping - it links to the normal web pages of most major retailers and easyfundraising will give the school a percentage of that sale.

Please encourage your classes to sign up to this as it's such an easy way of raising money. It takes 2 minutes to register at <https://www.easyfundraising.org.uk/causes/rhodesavenueprimary/> and be part of a fundraising scheme that raises money for Rhodes Avenue every time you shop online. You won't be donating a single penny out of your own pocket, but the shops you use will.

You can watch this really short video to find out how:

https://youtu.be/Sn2dsQGAe_w

Here's how to do it:

1. Head to <https://www.easyfundraising.org.uk/causes/rhodesavenueprimary/> and join for free.
2. Every time you shop online, go to easyfundraising **first** to find the site you want and start shopping.
3. After you've checked out, that retailer will make a donation to Rhodes Avenue for no extra cost whatsoever!
4. Once you've registered on the website, **download the free app** so you can shop on your phone or device too.

There are no catches or hidden charges and Rhodes Avenue will be really grateful for your donations.

Justgiving – we also have a Justgiving page – please remind your classes about the page and send the link via your Whats app groups. You can also register here for gift aid.

<https://www.justgiving.com/campaign/RhodesAvenueSchool>

Cake sale: once a year, all three classes in your year group will together hold a cake sale. Parents are asked to bake or buy fairy cakes, chocolate crispy cakes, biscuits (all nut free) etc. We have Cake Sale banners which you will need to put up around the school one week in advance. More information will be sent to you about how to run the cake sale by RAPSA a few weeks before it is due to take place.

Events:

Christmas Fair - Sunday 1st December

Summer Festival – Sunday 5th July

For both of the above events each class is allocated a task to organise and run on the day. Information and guidelines will be sent to you in plenty of time before the event.

Spring Fair – Sunday 22nd March – organised by Reception and Year 1.

Jumble sale: Reps will also need to find volunteers to help with the school jumble sales which are held twice a year, this year in November and May.

Fundraising events – as above all classes are involved in the big events of the year the Christmas Fair and the Summer Festival. Being mindful of the extra work this has brought to the classes, Rapsa is going to look after the evening events. A team of parents is going to put on the ever popular quiz night in November. The reception and Y1 years will arrange the Spring Fair which is aimed at the earlier years and will be given less to look after for the Christmas Fair and Summer Festival. RAPSA will give you more information nearer the time of each event and will be on hand to help you organise the event with plenty of notice.

Julie Harrison is the Chair and Events co-ordinator – please email her if you have any questions about events at rapsa@hotmail.co.uk

You can find a calendar of RAPSA events including cake sales on the RAPSA pages of the school website (to be updated shortly) (www.rhodes.haringey.sch.uk/rapsa)

Coffee and mince pies at the Christmas shows- we will also need to call on you as reps to help serve coffee/tea and mince pies before the Christmas shows.

Optional extras - If your class or individuals within the class would like to organise additional fundraising events or activities for the school (such as class calendars, raffles etc) please speak to Julie Harrison, the Events Co-ordinator at rapsa@hotmail.co.uk. We welcome any ideas but there are certain regulations that RAPSA needs to abide by.

Calendars – some classes make calendars of their class usually with the children’s photos in their birthday month. Useful websites to do this are:

www.vistaprint.co.uk

www.photobox.co.uk

They usually cost £7-8 per calendar, but you can charge £10 and the profit goes to RAPSA.

Your final task of the year is to find reps for the next year!

Thanks for all your hard work. Good luck with repping and please remember that the RAPSA team are here to help.

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