

NOTES FOR PSA CLASS REPS 2024-25

Thank you for volunteering to be a PSA Class Rep! We hope you find it an enjoyable and rewarding experience. If you have any questions or need help with anything, please contact Addy, the PSA Class Rep Co-ordinator, in the first instance at rapsareps@hotmail.co.uk

We have already kicked off the year with a **Welly Exchange** on Wednesday 18th September, and the **Coffee Morning** on Friday 20th September. We will be sending you details shortly about our upcoming evening event for parents, our annual **Quiz Night** on 11th October. We will also be sending out further information shortly about who we are, what we do and how to join the committee (we have some key posts to fill by mid-October). Other confirmed dates for the diary are in the 'events' section of these notes. We look forward to working with you to do our fundraising within our school and to continue to develop and promote our lovely sense of community.

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. Ask all parents in the class if their details are correct or if they would like to update or remove any of their details. **If you are a PSA Class Rep for a nursery or reception class**, your first job will be to collate a class list with details for each child's parent/carer, including email address, telephone numbers, etc. 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. Please also note that parents are not obliged to share their details if they prefer not to.

WhatsApp groups – it's also a good idea to create a WhatsApp group for your class (if the parents in your class want to do this). The PSA will advertise events via WhatsApp and send brief reminders about PSA events and activities. Some classes choose to create groups you can chat on and groups which are just for information/admin only, so the information doesn't get lost in the chats. Reps are reminded that parent WhatsApp groups are not the responsibility of the school or its staff. If photos are shared in the group, please ensure that they are not shared outside of the group or on social media. Please do not pass on phone numbers or other personal details of members of the group without securing permission first. **Please ensure that your Class WhatsApp is used respectfully.**

Data protection guidelines – in line with GDPR you need to get permission from all parents to allow you to share their phone numbers and email addresses.

Teachers – Teachers will communicate information and messages to parents directly through the official school communication channels. This will no longer be done through the PSA Class Reps. If parents need to speak to the school with an issue or query, they need to contact the school office directly on reception@rhodesavenue.org.uk so that it can be forwarded to the appropriate member of staff.

Class drinks and coffee mornings: If you are able to, try to organise one class drinks and one coffee morning once a term and some sort of Christmas and summer party.

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. Lots of classes collect money electronically, e.g. via CollectionPot or similar websites or apps.

At the beginning of each term it's nice to send an email with all the relevant dates for that term. Many parents also welcome reminders the day before important events (e.g. 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.

Rhodes Avenue PSA Fundraising Events - Dates for the Diary

Here are the dates for the diary so far.

18 September – Welly Wednesday
20 September – Welcome Coffee Morning
11 October – Quiz Night
16 October – AGM
21 October – Halloween Costume Sale
25 October – Halloween Dress Up Day and Cake Sale
21 November – Xmas Jumper Sale
30 November – Winter Event (tbc)
10 December – Santa's Grotto for EYFS & KS1
09 March – Jumble Sale
22 June – Summer Fair

Our focus is on bringing the community together and welcoming new parents through fundraising activities and events to support the school.

We would very much welcome your ideas and organising skills to set up any evening events for parents and/or your involvement in any other PSA events or initiatives.

Info about other fundraising revenue streams such as easy fundraising and justgiving will be forwarded to you later this month.

Alison Hathi is the Chair – please email her in the first instance if you have any questions about events at rapsa@hotmail.co.uk

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 email us at rapsa@hotmail.co.uk. We welcome any ideas but there are certain regulations that the PSA needs to abide by.

Class 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 cost varies and some classes have found great deals as part of Black Friday promotions (you will need to have everything you need for the calendar in good time to take advantage of these deals), you can then charge an additional amount of £2 or so and donate the profit to Rhodes Avenue PSA.

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

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

September 2024