



PTA CLASS REPRESENTATIVE

The main purpose of the Class Representative role is to support contact from the school and PTA to the class parents. Each class has one representative and they will receive communication from either their class teachers or the PTA Class Rep Coordinator.

Main responsibilities

- Create a class WhatsApp group at the beginning of the year and manage communication throughout the year
- Communication will come from your class teacher/s and the class rep coordinator. This must be passed on to the parents via the class WhatsApp group
- If a parent asks for clarification or information, please direct them back to the source
- An individual child's education or social issues should only be raised with class teachers
- Maintain confidentiality of the class list with student and parent contact information. *Terms and Conditions* signed by parents when entering the school grant this permission
- Manage the class fund in line with PTA guidelines
- Organise the buying and giving out of Christmas & end of year gifts for your class teacher/s
- Group 8 class reps undertake specific tasks tailored to the needs of the graduating class. Such as organising the Group 8 hoodie and planning the graduation party. More detailed guidelines will be given directly to the Group 8 class reps

PTA Class Fund contribution

This is a fund that is collected at the start of the year by the PTA and is used for the benefit of the children. The fund is spent over the school year according to the PTA class fund guidelines and at the discretion of the teacher and Class Rep.

For students in Early Years to Group 7 the amount is €15 per child. For students in Group 8 it is €30 (to help cover the post-graduation ceremony). Parents are requested to pay this contribution at the start of the school year (via a payment link) into the PTA bank account. The class rep will then receive funds from the PTA for their class, to buy the relevant number of gifts.

Please hold the fund yourself and keep a record of all funds received and spent throughout the year. If you require more funds, this needs to be requested via the PTA Class Rep Coordinator.

PTA Class Fund guidelines

The overriding principle is that the class fund may only be used for the direct benefit of the children and for gifts outlined in the PTA class fund guidelines.

Class reps are responsible for purchasing the following for their class teacher/s and/or teaching assistants:

- Christmas gifts
- End-of-year gifts

It is usually a good idea to let your parents know that you will be buying on behalf of the class.

The PTA will purchase the following from the class fund:

- Supply of wooden clogs at each location for children's leaving gifts

- Flowers for World Teacher day
- Ice lollies on the last day of school
- End-of-year thank you gifts for class reps!

In addition to the above, you may be asked by the class teacher to contribute to costs such as a class party. You would need to request these funds via the PTA Class Rep Coordinator.

At the start of the school year, class reps will receive more specific guidelines along with their budget for their class.