



REIGATE ST MARY'S
PREPARATORY AND CHOIR SCHOOL

Parent Form Representative

The parent representative role was created to help with communication between class parents and with the school. The Form Reps, along with the parents' friends of RSM committee (FOSMA) also facilitate the social interaction among families in the class and within the school community.

FOSMA and Form Reps use the Classlist system for non-school generated parents e-mail addresses/phone numbers to facilitate contact between you and the parents of the class.

What is a parent representative?

- The parent Form Representative liaises with the parents in the class by keeping them informed of activities and events relating to their class group.
- The parent representative is a 'support resource' for times when the teacher or FOSMA may request support.
- The parent representative attends a termly meeting with members of the school Senior Leadership Team to feedback encouragement, ideas, questions or concerns that parents in the class may have.

What specifically does a parent representative do for the parents?

- The parent representative encourages the parents to volunteer when needed – either for activities and events when requested by the class teacher or FOSMA.
- The parent representative passes on ideas/requests from the parents to the class teacher or teaching assistant.
- The parent representative organizes two or three parents' social evenings and a termly coffee morning.
- The parent representative collects donations for the teacher and teaching assistant gifts of thanks.
- Collects questions for Form Rep meetings and feeds back afterwards.

What specifically does a parent representative not do?

- Class representatives are not to be used to help other parents' express concerns about their own children. This should be done directly between the parents themselves and the teacher.

Suggestions for ways to support the class and the teacher:

(not always being actively involved but providing the link to other parents that may be able to help)

- Communication with class parents
- Encouraging parents to support school and class events
- Help with organising class parties and events for parents and children inside and out of school