



REIGATE ST MARY'S PREPARATORY AND CHOIR SCHOOL

THE ROLE OF THE FORM REP

A Form Representative plays an important role in developing the school community for the benefit of all parents and children. They act as a useful point of contact for the class and a welcoming presence for families new to the school. Their role involves:

- Arranging class or year group social events, about once a term.
- Welcoming new families to the school.
- Providing a point of contact for other parents and sending out useful reminders about events etc. via Classlist.
- Approving new parents' details when they join Classlist for the first time.
- Arranging collections, where appropriate, for end of term/year gifts for teachers
- Supporting FOSMA by seeking volunteers from the class to help at various FOSMA events and sending out reminders about these events via Classlist.
- Termly Coffee Mornings

During the term, the Headmaster and Bursar will host a coffee morning for each year group to which all parents of children in that year group will be invited. This will provide a forum for parents to raise general questions or concerns and provide feedback and ideas to the school's Senior Leadership Team. This will be instead of Form Rep meetings from September 2018, but the Form Rep can bring items for discussion for those unable to attend.

May 2018