



## **FRIENDS OF CRANMERE PRIMARY SCHOOL**

### **Role of Class Representatives at Cranmere Primary School**

#### **What is expected of a Class Rep:**

- Encourage a community/neighbourly network within the class – parents/guardians helping each other with lift shares, playdates etc
- To act as a liaison between Friends of Cranmere and parents e.g. promoting Friends' meetings, requesting volunteers for events, co-ordinating cake sales etc.
- Promote Friends' fundraising activities and schemes such as School Lottery, Stikins, AmazonSmile, Easyfundraising, Hopscotch etc.
- Alerting parents to potential breaches of the school's Social Networking Policy and stopping any negative talk regarding pupils, other parents, staff or the school in general when identified. This includes communication on WhatsApp, Facebook class groups and whole class emails. Reps to contact School Office for support/advice if needed. (see Appendix for the Cranmere Social Networking Policy in detail)
- To share the school Social Networking Policy at the beginning of each new school year

#### **Optional:**

- Organising class parents' socials – e.g. drinks, meals etc. for parents to attend
- Organising class collections e.g. end of year gifts

#### **What a Class Rep is NOT expected to do**

- The Class Rep shouldn't send out weekly updates including extracts from the school newsletter. Mrs Daniels has specifically requested that this does not happen as it's deemed duplication of effort and she would prefer all parents to regularly read the newsletter.
- The Class Rep is not the main point of contact for class teachers and they shouldn't liaise with them on behalf of other parents. If parents have any issues, queries etc. the school office is more than happy to answer questions or forward

enquiries to the relevant teacher. This avoids unnecessary confusion and issues being misconstrued or escalating. Alternatively, when Covid restrictions are lifted, parents can speak to the class teacher at the end of the school day.

## **Appendix**

### **Social Networking – Class WhatsApp group, emails, Facebook groups etc**

*Cranmere Primary School has a strong Social Networking Policy in place and it is imperative that all parents adhere to this. Since Class Reps are likely to use social networking tools such as email, WhatsApp, Facebook groups to communicate with class parents, it is an expectation that where a Rep becomes aware the policy maybe breached, they make a swift reminder to all parents that the school Social Networking Policy is as follows:*

- *We follow the age related guidance regarding social networking sites and where these are clearly being ignored, the Head will share this information with the site concerned (WhatsApp 16 years and nearly all others 13 years)*
- *Where our school is named on sites in a defamatory way or staff are named and discussed the school will take action up to and including legal action.*
- *The staff will work with staff from the other local schools and alert them to any issues that they feel may be defamatory against any school or member of staff.*
- *Any behaviour from an adult or child which may be regarded in law as harassment or bullying will be referred to the police.*
- *Where there are safeguarding concerns particularly where pupils are identifiable from comments, images or films we will inform social services and the police.*
- *The Head will discuss any incidents reported to her with the parent or child concerned. It will be up to the Head as to the action taken. This may include a written response to be kept on the child's file, a ban from the school premises, a referral to the police or legal action involving the schools' legal representatives.*
- *We will also take action against any member of staff who does not follow the school's code of conduct in relation to social networking sites.*

***We would advise all Class Reps to remind parents of the policy at the beginning of each academic year to pre-empt any issues.***