

## Class Representative Guidelines & Suggestions

### Main responsibilities

- Communicate messages from Teachers & the PSG to parents. Communication should be via email with those parents who have agreed to give you their email address.
- Create a contact list for the class with parent email addresses. Always put your messages to the group in blind copy (bcc) so that group emails are not visible.
- Collect the class fund (€10 per child) to be used for incidental costs (see class fund contribution guidelines for more details). This money needs to be collected from parents preferably in cash.
- Ensure two volunteer parents are in place for half-termly lice checks and (if applicable) library duty.
- Arrange coffee mornings for the class, at least at the beginning of the year!
- Help communicate and promote PSG events throughout the school year by passing on their emails and selling, for example, raffle tickets.
- Assist the PSG pizza team to communicate and organize a smooth pizza ordering process (see below for details)
- Rembrandtlaan site reps only. Arrange a rota for the "kiss and ride". You will be sent information on this separately.

### What the role is not

**Specific educational or social issues between children or parents – If you are asked for advice or to get involved with any such issues please refer parents to the Class Teacher or School Management.**

### Class Fund Contribution

For those of you who are new to the school, this is a voluntary fund which is held for each individual class and is spent over the school year at the discretion of the teacher and you as Class Rep. (Below are the guidelines on how the fund should be spent and the type of expenses it should cover).

For the children in groups 1 to 7 the amount is **€10 per child**. However, for the children in group 8 who have a graduation ceremony, their contribution is **€25 per child**.

Please hold the fund in cash and keep a record of what you received and what you spend over the course of the year. If by the end of the school year you are running out of money you may have to go back to your parents and ask for a few extra euros. If you find you have some money left over you could, for example, treat all the children to an end of year ice cream.

**At the end of the school year, please hand in the following to the school offices:**

- 1) A record of how much money you were given by parents
- 2) Receipts to show the money that was spent
- 3) Any leftover money will be donated to the school libraries.

### **Guidelines and examples of how the Class Fund is supposed to be spent**

- Class Christmas parties (although you do receive money from school for this too)
- Extras on school trips.
- Extra supplies for the classroom (however, most classroom supplies are paid for by the school).
- Leaving gifts for children up to a maximum of €10. There is no standard leaving gift. However, examples of the type of gifts given would include a leaving book made by the children that contains pictures and messages from them; a wooden clog, t-shirt or football signed and decorated by the children; or a framed picture of the class again signed by the children. The choice is yours. However, the €10 was set as it is possible for several children to leave in one school year this can eat into the class fund quite significantly.
- Teacher birthday present. This is of course not compulsory! If you know the date of the teacher's birthday then a small gift on behalf of the children and parents is always a nice thing to organise.
- End of year teacher present up to a maximum of €30. In many cases, parents choose to give the teacher an individual gift at the end of the year so it is perhaps an idea to also let your parents know that you will be buying something on behalf of the class.

Hopefully this gives you a flavour of how the class fund should be used. It is not possible to give a definitive guide as thankfully each teacher and each class rep is different!

### **Point of contact for parents regarding Pizza**

Class Reps should be the first point of contact for their class parents who have questions about the pizza ordering process.

- The correspondence from the school announcing the website is open for orders will be sent out and ask parents to refer to Class Reps if they have any questions. If you can't answer the questions then please contact the Pizza Organiser, Kathleen for help (kathleen\_kiely@yahoo.co.uk)
- Class Reps can remind the class parents to order pizza shortly before the deadline and re-send the ordering link.
- Class Reps will receive a special website link for the Oct and Feb half term orders for new families.
- New families arriving in September, January or May who will be present for the entire session, should be contacted by Class Reps early so that they can place their order before the website is closed. The school will also be asked to send the website link to new families so the order is placed before the website closes.
- Any issues regarding delivery should be emailed to Kathleen the pizza coordinator (kathleen\_kiely@yahoo.co.uk)
- Any issues regarding ordering process can most likely be dealt with by the Class Reps.

**Here are some frequent questions received by the pizza co-ordinators from parents, plus answers. You can see the common themes!**

1. I missed the website deadline- can I still order?

No - you must wait until the next session

2. The website link is not working - can I still order?

No - the website deadline has been passed, you have to wait until the next session

3. I didn't get the email from School or the PSG Bulletin - can I still order?

No - you must wait until the next session. Make sure that the school has the correct email address for contacting you.

4. I've been on holiday - can I still order?

No - you must wait until the next session

5. Can I increase the number of slices for my child?

Not in the current session - at the next session you can order more slices.

6. I have just arrived in NL and don't have a Dutch bank account yet, can I still order?

If the website is open, you can order - your class rep will let the pizza coordinators know that the payment will come in later when you have your account.

**Any parent who misses the order deadline will have to wait until the next round of orders to buy pizza for their child, otherwise the workload for the volunteer coordinators is too high.**

**These guidelines and suggestions have been prepared by the school in co-operation with the PSG. It is not intended to be a list of Do's and Do Not's but practical advice.**

Kind regards

Robert Westlake

Principal, IPS Hilversum

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