



Parent Teacher Association (PTA)

Class Coordinator role

2022 - 2023

I have come that they might have life and have it to the full.'

St John 10:10

Who are the PTA?

All parents of children at Chalfont St Peter Church of England Academy and members of staff at the school, are automatically a member of the PTA. Your membership begins on your child's first day at the school and ends when your last child leaves us.

The PTA Committee, which includes parents, teachers and governors, meets regularly to discuss events, fund raising and spending. All parents, carers and staff are welcome to attend meetings.

Where does the money raised go?

All profits made from PTA fund raising events go straight back into our school. We have had some great fund raising successes in the last few years which has led to wonderful items and more being contributed to our school.

We know we are very lucky to have all these extra things for our children and you will no doubt hear many stories from them about using the interactive boards in the classrooms, the enjoyment of using ipads in the classroom and watching termly theatre shows – that makes it worth raising the money!

In times when school budgets are under pressure, the support we can give the school to continue to give our children the best environment possible is so valuable and appreciated by all concerned.

What do Class Coordinators do?

- **Communication**

Some teachers appreciate help with communication to parents such as reminders about forthcoming school trips or simply circulating information about another lost jumper! A vital role is also welcoming new parents to the class, 'showing them the ropes' and introducing them to other parents.

(See information regarding our preferred communication channel, Classlist, on the next page)

- **Spring Fair and Summer Fete**

Every year group is allocated stalls for the fairs and Class Coordinators are key in coordinating their class' parents to help with the preparation, rota and clearing up.

- **Organising Social Events for Parents**

Class coffee mornings, quiz / bingo teams and organising parents' nights out are always good fun and the most effective way of helping parents get to know each other and generating a good team spirit in your class.

- **Teacher's Presents**

If your class decides it wants to give a member of staff a Christmas or end of year card and/or present, the Class Coordinators often take the lead in organising this.

- **Next Year's Coordinators**

Towards the end of the year, finding two lovely volunteers from your class to coordinate next year!

- **Being a 'Class Admin' on Classlist**

At CSPA, we use Classlist to bring our whole parent community together. With WhatsApp or other communication platforms, parents may be in a series of separate groups, but can rarely interact with parents in other year groups at the school. Classlist enables parents to communicate within their class or reach out to other families in their year group and even across the school, with every family included.

As a Class Coordinator, you will be given permission to have a Class Admin account on Classlist. As Class Admin, you will be able to:

Send out an announcement: Class Admins can send an Announcement to the Whole School, or any combination of Years, Classes or parent groups. The Announcement is displayed in the Newsfeed and on the Announcement page.

Invite members: you can send a WhatsApp invitation to a group, hand parents a QR code invitation flyer, or invite them using their email address if you have it. New parents are given details of how to join Classlist in their New Starter Pack.

Approve parents: another duty of a Class Admin is approving parents in your class who have requested to join your school's Classlist. This procedure has been

added in the interest of security, allowing you to vet each parent as legitimate before they can access your site.

Click [here](#) to watch 1 minute quick start guide:

https://www.youtube.com/watch?v=Y5VP7jnUQ9M&feature=emb_imp_woyt

Perfect for Class Reps:

- ✓ Reach all the parents in your class — even before they've joined
- ✓ Contact details kept up-to-date by parents — less work for you
- ✓ Organise class meet-ups and track RSVPs
- ✓ Post quick messages, long messages, newsletters, photos, PDFs
- ✓ Collect money for presents or events you're organising

We can ask questions and share information in our class, keeping everyone involved

I've got an up-to-date contact list for the parents in my class



I can set up a social event for my class and easily track RSVPs

I can collect money for our teachers' presents — a real time-saver

Lets me share information with my class how I want — including attachments

Is Classlist moderated?

Yes! This keeps our community friendly, welcoming and useful.

How much information do I need to share?

You're in control! You decide how much information to share and what notifications you want.

Is Classlist safe?

Yes! It's fully GDPR-compliant, private and secure.

Sign up today! It's easy and completely free

1 Download the Classlist app on iOS or Android

2 Select our school and sign up



Classlist

Smarter together.

www.classlist.com

Annual PTA Events

There are many fun events run through the school year. As Class Coordinator, you would need to offer to help organise and promote these in your class group:

Year 3 parent's coffee morning (September) – an informal morning to welcome new parents to the school.

Curry and Quiz Night (February) – a popular event with parents and staff alike looking to form a team and enjoy drinks and a quiz, this is a very informal and fun evening with a friendly competitive atmosphere.

Spring Fayre (March) – a fun family day which offers games, toys, cakes, bar, tombola, a raffle and the much loved 'Spring fayre games' which are designed and made by Year 6. There is usually a theme to the event and it really is a fun family day out.

The Ball (May) – an annual chance for parents to don their glad rags, leave the children at home and come together for an evening of dinner and dancing.

Summer Fete (June) – this is the final key event of the academic year which offers a huge amount of activities with games, country dancing, toys, cakes, BBQ, bar, tombola, a raffle, silent auction and much more including the anticipated final of Chalfont's Got Talent! There is usually a theme to the event and it really is a fun family day out.

Bingo night (termly) – A competitive cash prize family night out!

Hot lunches (termly) – a termly opportunity for the children to enjoy a hot 'fish and chip' lunch from one of our local takeaways! The PTA oversee the process from ordering, collecting and delivering to the school.

What can you do to help?

You can be involved as much or as little as you can, here are a few ways you can help the school:

- Volunteering at one of the events for an hour whether it's serving at the bar, helping with arts and crafts, manning a stall
- etc. – all help is greatly appreciated.
- Use Classlist to encourage other parents to involve with school events, promote fundraising activities and send messages to your class group about non uniform days, trips or just general reminders
- Propose new ideas for fund raising, events or projects.
- Come along to PTA meetings, socials and fundraising events
- Spread the word! Even parents who have been in the school for a while can be unaware what amazing equipment and extras the school has received through all the hard work from parents and staff so please mention it at coffee mornings and drinks evenings to get the word out there.

The more hands on help we have, the less '*work*' for everyone!

Any questions?

If you want any other information or have any questions, please feel free to email the PTA members at: pta@cspacademy.org.uk or simply come along to the next meeting.

All this information and more can be found on the school website: www.cspacademy.org.uk within the PTA section.

Thank you very much for your help and support!