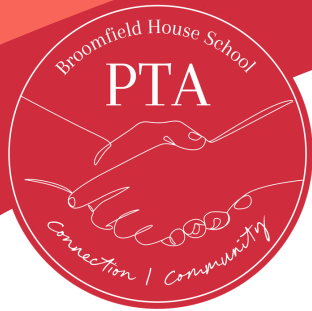




PTA Rep Guidelines

Welcome to the BHS PTA Team, and thank you for volunteering to be a Class Rep - we're so glad to have you on board!

Our PTA Mission:

1. Community- Bringing families, teachers, and pupils together
2. Connection - Creating meaningful relationships across our school
3. Fundraising - Bringing magical extras to our children's school experience

The PTA will collect an annual contribution from each family at the beginning of the school year (currently set at £60 per child). This contribution goes towards funding events, activities and extras for our children (which are further subsidised by the funds we generate from the pre-loved uniform sales and auction). The PTA contribution will be used to fund:

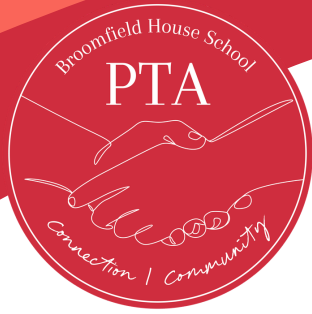
- Summer Fair
- Halloween Disco and Senior School Disco
- Ice creams on the last day of each term
- Chocolate eggs for the Easter Egg Hunt
- Christmas gift for each child, delivered by Santa
- Cupcakes to celebrate class birthdays (each class will have a nominated cupcake day to celebrate birthdays during that week)
- New joiner bears and year 6 yearbooks
- Christmas and End-of-year presents for teachers and TAs
- Leavers gifts

Any events organised for parents are paid for separately on an attendance-only basis (e.g. Wreath Making Event and Parent Socials).

Class Rep Responsibilities:

As a PTA Class Rep, you're the key link between your year group, the teachers, and the PTA Core Team. You play a big part in building our school's strong sense of community and fostering meaningful connections that benefit all our children. You will help by:

- Sharing communications with your class
- Coordinating gifts for teachers, reps and leavers
- Encouraging engagement in school events and PTA fundraising initiatives, helping to organise events and activities, and welcoming new families.



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Please Note: While you're a vital point of contact for families, you're not expected to handle school-related issues. Please encourage parents to direct any school matters to staff directly.

Here is an overview of specific Rep responsibilities:

Communications

- **Class Contact List:** Share an up-to-date list of parents'/guardians' information with your class (the school office will provide you with this). Storing this on the ClassList app for your class is helpful.
- **Classlist:** Make sure parents in your class are on the Classlist App (<https://app.classlist.com/s/QI3XHU>) as this is the primary channel for school events; please add new joiners and remove those who have left.
- **Update WhatsApp Group:** Ensure only current parents/carers are included. Remove those who have left and welcome new joiners. Class WhatsApp groups are parent-led, voluntary spaces that can be a helpful way to share reminders or support one another. However, not all parents choose to use this form of communication, so please ensure that no important or school-specific information is shared exclusively via WhatsApp. We kindly ask that all communication within these groups remains respectful, inclusive, and in line with the values of our school community. WhatsApp should not be used to raise concerns about staff, children, or school matters—please contact the school directly for any such issues.
- **Class Messages:** Share messages related to the week ahead, PTA and school activities on your class to help keep parents informed of school/PTA events, key dates, and any last-minute updates.
- **PTA Meetings:** Attend the PTA Annual Meeting to agree the calendar of events, review the budget and sign up to support PTA initiatives and schedule any sub-meetings for event planning as needed.

Gifts

- **Outgoing Reps:** Many incoming reps collect money from parents and organise a small thank-you gesture for outgoing Class Reps in the summer term before your role officially begins.
- **Leavers:** For any pupils leaving who have been at the school for a substantial period, you might like to coordinate a class leaving book and/or a small gift. The PTA is able to provide funds for these gifts



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- Teachers: Coordinate the purchase and presentation of class gifts for teachers and TAs for Christmas and end of year. Presentations usually happen in the last week of term during morning drop-off, with all parents invited. The PTA will provide funds for these gifts (please contact the PTA treasurer to arrange this: PTATeam@broomfieldhouse.com)

School Activities and Events

- School Events: Each class will be asked to take on the task of organising one PTA event during the school year (of course you can also bring in as many volunteers as you like to help!). We have created a folder for each event containing an events checklist, prior year communications and supplier information to make this as straightforward as possible (please email the PTA Team: ptateam@broomfieldhouse.com for a link to this information for your event). This will include:
 - Planning and coordinating the event, including budget approval with the PTA Treasurer
 - Advertising the event on ClassList, the school newsletter and via WhatsApp
 - Recruiting volunteers and helpers from the school community
 - Working with the school on communications, scheduling and logistics
 - Supporting the delivery of the event on the day with volunteers
- Welcome New Families: Pre-KG and KG Reps help welcome prospective families during the June Open Day. Attend the new parent coffee mornings, and send a message to any new families joining your class, ideally suggesting to meet up with a few of the children before their first day.
- Organise Harvest Festival Contributions: Year 6 parents deliver harvest donations, Years 4–6 organise and decorate contribution boxes
- Class Socials: Aim to organise one per term (i.e. coffee morning, dinner or drinks event) to keep connections strong within your class community

Your time and support mean so much to our school community. We look forward to a wonderful year ahead!

Contact us: PTATeam@broomfieldhouse.com