Class Rep Role – Wimbledon Chase Primary School

Why be a Class Rep?

Being a Class Rep is a valued and rewarding role. Reps help build a sense of community among parents and carers and act as a link between families and the Friends (PTA). Like all parents, Class Reps are welcome to attend Friends Committee meetings to gain a wider understanding of the Friend's work for the school.

Key Responsibilities

1. Maintaining Class Group – WhatsApp

- Set up a WhatsApp group for parent-to-parent chat
- Always get permission before adding anyone. School will send out a Google permission form to new families.
- Share the **code of conduct**, which the school issues at the start of each year.

2. Welcoming New Families

- Be a friendly first point of contact for everyday questions.
- Introduce new parents to others via WhatsApp.

3. Supporting Fundraising

- Encourage parents to volunteer for PTA fundraising events.

4. Communication with Teachers

- Act as a supportive resource when teachers request resources or support.
- Communicate with teachers by:
    - Verbal messages
    - Emails (via **WCPS@wimbledonchase.merton.sch.uk**, which the office forwards)
    - Written notes in homework diaries

⚠️ **Important**: Reps should not pass on concerns about individual children. These must go directly from parents to the teacher.

For collective concerns affecting the class, contact **Jo Ruffle** (Parents in Partnership Coordinator) at j.ruffle@wimbledonchase.merton.sch.uk.

5. Classlist

- The Friends uses Classlist for event management, ticketing, and volunteer sign-ups.