



CTMS: Role and Function of Class Representatives

Communication:

The Class Representatives are in place to act as a communication channel between the school/teacher and the parents.

- Welcome new class parents.
- Assist the school/teacher to communicate important dates/events/school activities.
- Act as a channel to communicate parent feedback, queries, and general questions to the Head of School.
- The Class Representatives will elect a Head Class Rep to attend Trustee Meetings and act as a communication channel between the Trustees, Class Representatives, and parents in general.
- Child/staff member-specific issues or complaints/grievances of any nature must be communicated directly to the Head of School by email or telephone and not via the Class Representative.

Social / events

Class representatives will:

- Help with the organisation of class functions and outings.
- Help with the organisation of social events.
- Arrange birthday cards for teachers.
- Encourage parents to consider giving year-end gifts to teachers and administration staff – please note no monetary collections may be done by the Class Rep for staff gifts.

Fundraising

Class representatives will:

- Assist the Fund Raising Working Group with practical implementation, where necessary, for fundraising events to raise funds for the Cape Town Montessori School Bursary Fund.
- This role will mainly be communication and encouraging parents to sign up to assist where required.

Meetings

- Class Representatives will meet termly with the Head of School to hear an update on the school projects, discuss various school topics, raise constructive parent feedback, and discuss social and fundraising events.

Process

- There are to be 2 Class Representatives per class only.
- Class Representative term of service to run from the beginning of term 2 to the end of term 1 the following year. This allows Class Reps to be in place to welcome new parents and for there to be ample time in term 1 to recruit new Class Reps.
- There will be a call out for Class Reps via the Friday Notes, School Picnics, and School General Meeting in term 1.
- Interested parties can contact the current Class Rep or the Head of Administration.
- If there are more than 2 interested parties, an election will be held between the class parents.
- Election of the Head Class Rep to attend Trustee Meetings and act as a communication channel between the Trustees, Class Representatives, and parents is to take place at the first official class rep meeting.