

FOSMAS Class Reps Guidelines

(last updated October 2021)

Dear Class Rep,

Firstly, THANK YOU very much for volunteering to be a FOSMAS Class Rep. You are our main connection between your class parents and the FOSMAS Committee - and we really value your involvement.

Most classes have two or three Class Reps and spread the work between them, to ensure that all the various requests, communications, and events work are covered.

We have compiled this guide in response to various requests for “something written down” about how being a Class Rep works. New Reception class parents and new Class Reps in older classes have asked us what’s the remit of their work. Here are, hopefully, some useful tips.

Of course, everyone does, quite rightly, do it their own way, but we thought it might be useful to gather various Reps' thoughts about it to draft a basic guide. Comments and feedback welcome! Remember too, that as well as being FOSMAS’ Representatives within each class, Class Reps can play a big role in helping the parents of that class get to know each other, which in turn helps with building a community of parents supporting the whole school.

FOSMAS NEEDS YOU TO:

1. **Create and update regularly a Class Contacts list**, so that all the parents in the class have the children’s birthdays, each others’ mobile phone numbers and email addresses to facilitate play-dates/shared lifts/shared birthdays, etc.

We have found that holding this contact information centrally (and GDPR compliantly) enables FOSMAS to send out email information much more efficiently, directly to parents. It also means that parents with multiple children in the school get just ONE email from us. PLEASE MAKE SURE THAT YOU PASS ON CHANGES TO CONTACT DETAILS if any parent changes their email, to FOSMAS (committee@fosmas.info). **PLEASE NEVER PASS CONTACT DETAILS ON TO ANY THIRD PARTY, and DON'T SEND EMAILS to the class that are not related to school topics.**

2. **Get to know the parents** - find out who’s up for helping, what special skills a person has that we might be able to use, tell us about their fundraising ideas - or point out members of the Committee to them so that they can speak with a FOSMAS Committee member directly. This is particularly important when new pupils join; the parents really welcome a Class Rep getting in touch to give them a class list and to introduce them to other class parents. Pass this information back to the Committee via committee@fosmas.info.

3. **Get to know the FOSMAS annual events and fundraisers**, and their timetable (FOSMAS website, newsletters, noticeboard). At the start of each term the FOSMAS Committee will update Class Reps on forthcoming events and fundraisers, to share with parents. We need every class to be involved at some level - and we need you to help us organise that.

4. Run the Cake & Uniform sales: These are held once a term or more frequently, usually on a Friday, with classes taking it in turns to host. The parents of the host class(es) bring HOMEMADE (if possible) cupcakes, biscuits, flapjack, traybakes along which are (mostly cut up into individual portions) then sold to the parents and children as they come out of school. Part of this exercise is to get the children used to handling money - adding up, receiving change. See David Tyne-Sablon (Site Manager) for tables. FOSMAS will provide 'floats' with lots of 50ps, 20ps and 10ps coins.

2nd Hand Uniform - Please encourage your class parents to take outgrown uniform into school at any time and leave in a bag marked for the attention of FOSMAS. We have a small group who sort and fold the donated items. These prepared items of clothing are then stored in the FOSMAS cupboard in the cellar to be sold at the same time as the cakes.

(Uniform deemed unsaleable is "bluebagged" ready for the next Bag2School collection.) Have a dedicated table, float and person to be responsible for this please. When it's your class' turn, the Class Rep needs to remind the class about it and make sure there are 2 or 3 parents there to handle the set-up, tills and clear away on the day of the Sale.

5. Organise a class parents get-together or coffee morning, monthly or at least once a term. This becomes less important further up the school, as by then parents have generally got to know each other. In the early years, though, it can be really helpful if Reps try and get to know all the other parents and find ways for them to meet up easily, should they wish/be able to come.

6. Organise Class teacher presents. Reps often organise a present from all the parents for the Class teacher at Christmas and at the end of term (July), collecting contributions to be spent on one big present for the teachers, often nicer for them than 30 very small ones. A PayPal Pool is very useful for class collections - guide to this on next page.

7. Split and share Class Rep roles. Some Reps have found it useful to split roles so that one person takes care of the contact list (be sure to tell FOSMAS if someone changes their email address so we can keep them on the FOSMAS e-newsletter list); one person might take on organising meet-ups; another might do collections for teachers presents etc;

8. Use emails and Whatsapp. Since not everyone is on email, some parents prefer Whatsapp texts or a paper flyer. Some Reps have found it useful to have one person sending emails and another sending Whatsapp texts to cover all bases. Class Whatsapp groups are also very helpful.

9. Engage with parents. To help keep parents in touch with the aims and needs of FOSMAS - enthuse them about upcoming events, encourage them to attend meetings, volunteer time or skills and so on.

10. **Reiterate messages.** Parents receive most FOSMAS information directly from the FOSMAS Committee by email, however it's great for Class Reps take any info from these (Christmas and Summer Fair prep, or notice of upcoming meetings/events for example) and reinforce the message in their own communications with their class, including Whatsapp groups.

11. **Remind parents how FOSMAS works** - point them to the website www.fosmas.info, remind them to sign up for Regular Giving including Gift Aid, make sure they know about the "Just Giving" page for making fund raising pages if there's a class fundraising activity, remind them their employers may have a Match Funding scheme we can use, etc.

12. **Help a class volunteer for a specific FOSMAS task** – e.g. the Bar at the Summer Fair for example, or a particular fundraising event like the Quiz Night.

Don't feel you have to remind parents of everything, though: parents should still check their own children's bookbags and read emails from FOSMAS and the School. Likewise, parents should still communicate with the school directly on any topic related with their children or any concern/question they have on the school. **We encourage parents to pay attention to school communications as this is the best way of keeping informed and avoid missing important information or hearing it second hand (which might create confusion).**

Hope that's not all blindingly obvious. Do let us know if we've forgotten anything.

Best wishes,
FOSMAS Committee

PayPal Pool – how to create one from scratch

If you don't have a PayPal account:

1. Click on www.paypal.com and follow the steps to Set up a new account.
2. Set up your Bank account details (you'll need this to move the money from a Pool, to your Balance, then to your Bank account).
3. Set up a Credit card (PayPal needs this before you attempt to create a Pool).

Once you have a PayPal account:

1. Look for your home screen where it says "Send", "Request" and "More", click "More".
2. Select "Create a Money Pool".
3. Type in your Pool's name (e.g. "Year 4 teachers Christmas gifts collection"), the goal amount (always good to give people a feel of what we're aiming for, as a guidance £900 would be £30 per child), and date the Pool closes (so that people can't contribute past this date). Leave "Show amounts" clicked.
4. How much can contributors pay? Leave "Any amount" clicked.
5. Show your contributors' details? Leave everything clicked as it is. People may choose to contribute as "Anonymous".
6. Add a description to the Pool: a nice photo (use Google images or a class photo) and a short text -2 paragraphs max- to say what the money is for.
7. Click Preview to see what it looks like – amend what you need – then click Publish.
8. Your Pool is created, go to Share this Pool and click on the link to copy it, you can then include this link on emails and WhatsApp groups. I strongly suggest you download the PayPal app on your phone, it's super handy to see what you have and who you need to chase!
9. Once you've closed the Pool, you need to transfer the money from the Pool to your PayPal Balance: click on "Manage Pool" then "Transfer Money" and select "PayPal Balance". Then from your Balance you can transfer it to your Bank account: click on "Transfer Money" from the main screen, then "Withdraw from PayPal to your bank account". You can also send it via PayPal to another parent who has a PayPal account, using their email address.

Any questions please ask FOSMAS committee@fosmas.info