

Dear Parents,

It's time to choose your class reps for next school year! We've decided to rebrand our reps as **Class Champions**, as they champion the provision within their class for our wonderful children.

We hope this summary and detailed reference guide will clarify the expectations of the role from both the school and the Friends of Tetherdown (FoT), for all parents and carers in our community.

In the Autumn term, we will invite the new Class Champions to a coffee meeting to discuss the role and any questions re. these guidelines.

MAIN OBJECTIVES OF CLASS CHAMPIONS ARE TO:

- Build community among the class parents to help foster a supportive and inclusive class community and enhancing the school experience
- Bridge the gap and join the dots to connect the school, parents, Friends of Tetherdown (FoT) and the community at large
- Assist school in the coordination of class specific events, projects and activities
- Communicate and promote important information for trips, activities, fundraising events, promote / support ticket purchases, recruit parent volunteers for trips and events and encourage overall parent-school engagement and support
- Work collaboratively with other champions, dividing responsibilities fairly and ease the workload especially at social / FoT events and model what a 'good Tetherdown citizen' looks like e.g. volunteering / attending events.
- Support parents – especially the newest parents / children to help them settle and become part of the Tetherdown School community.

HOW ARE CLASS CHAMPIONS CHOSEN?

- This is an informal arrangement among the parents in the year group usually in the Summer Term
- There should be four Class Champions across the year group (two per class) to effectively manage and delegate tasks
- Reception and Year 6 may benefit from three per class to manage the volume of tasks
- At least one of the Reception Class Champions in each class should already have an older child at the school, to provide experienced guidance to new parents
- Once agreed, champions should introduce themselves to the class parents/carers, FoT and class teacher

Happy children thrive at school, they are supported by happy parents and carers who are involved and invested in the cultural and community life of the school. Each class in the school has a small team of Class Champions. Being a Class Champion is an important and rewarding role. Thank you!

Please read on for further detail and full Class Champion reference guide.

Thank you in advance for your support.

Annie Ashraf

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CLASS CHAMPION REFERENCE GUIDE

This guide covers:

- Class Champion Guidelines for All Year Groups:
 1. Expectations
 2. Event Coordination
 3. Support Fundraising through FoT
 4. Additional Support – Specific year groups with unique needs
- What is not a Class Champions' Responsibility
- WhatsApp Communication Guidance

CLASS CHAMPION GUIDELINES FOR ALL YEAR GROUPS:

1. Expectations

- **Introduce yourselves** as the Class Champions to the parents/carers, FoT and class teacher.
- Organise / manage the class fund
- **Welcome new parents** to the class community, providing new starter information and ongoing support to settle
- **Uphold and encourage** the visions, values and ethos of the school and school policies and maintain positive communication in all interactions
- **Support FoT** (details of how set out below)
- **Share classroom-specific information** from teachers
- **Snip relevant information from class teams** to share on WhatsApp using broadcast lists

2. Event Coordination

- **Host and organise social events** such as coffee mornings each term providing a relaxed opportunity for class parents to get to know each other better. Hosting can be done in public coffee places or park cafes. (Key in Rec / Y1)
- **Lead / Organise class Christmas party** with Teacher support, including arranging food / games.
- **Organise volunteers** - when contacted by the class teacher help organise parent volunteers for class-related activities. e.g., special events, classroom projects, emergencies etc.
- **Organise winter holiday and end of year class card and gift** for appropriate staff – e.g. class teacher, teaching assistants, subject specialists, office, site and lunchtime support.

3. Support school fundraising via Friends of Tetherdown (FoT):

Friends of Tetherdown (FoT) is a registered charity run by a committee of trustees with a mandate to raise money to benefit the children of the school. It is the key fundraising mechanism for the school to deliver on

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long term development plans, like outdoor play and learning and technology (alongside the new Keep the Lights on Fund which has a different purpose – building maintenance / enhancement).

The FoT committee rely on support from Class Champions to help the charity raise money for children of the school – to:

- **Lead and co-ordinate their class's support of FoT fundraising activities** (e.g. Winter Fair and Summer Festival)
- **Manage allocated class stall at the Winter Fair and Summer Festival** - arranging and managing a rota of helpers, setting up, clearing up and feeding back to FoT any lessons learned
- **Promote and support attendance at FoT fundraising events** (e.g. Comedy night and Quiz), encouraging early purchasing to help manage catering needs etc. Maximising attendance at events is key to both support school fundraising and helps to build parent relationships
- **Share FoT penned comms** to class supporting FoT fundraising activities
- **Support class "quick wins"** (paid for by FoT funds, budget TBC circa £100) – liaising with Teachers / TA's to discuss needs and purchase requested resources
- **Attend FoT AGM** (Autumn Term) and **FoT/Champion calls** (one per term) - at least one Champion per class to attend
- **Collate, manage and share** any feedback / suggestions to the FoT Chair(s)

4. Additional support – specific year groups with unique needs

- Create a rota for parents to come to read to the class on a weekly basis – Rec and Y1
- Assist in organising end-of-year activities – Year 6 e.g. Y6 production, leaver's book

WHATS APP COMMUNICATION GUIDANCE:

We expect WhatsApp to be used to foster positive, respectful communication between parents, benefitting our children.

Setting Up Groups with Shared Administration:

To distribute responsibilities, we recommend setting up two types of groups.

1. Broadcast Group:

- **Purpose:** To efficiently share crucial class updates without cluttering chats. Ideal for announcements, class resources required, policy changes, event notifications, and home learning reminders.
- **Privacy-Focussed:** Messages are sent directly to each parent without exposing personal contact details.
- **Setting Up:** [How to use broadcast lists | WhatsApp Help Center](#)

2. Traditional Class Group:

- **Purpose:** Enhances community spirit by serving as a hub for educational resources, advice, event coordination, and mutual support.

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- **Engagement:** Encourages active participation, allowing parents to share insights and support one another through their children's educational paths.
- **Adding Members Consent is Key:** Ensure you have permission before adding any parent to either group, respecting privacy or data protection standards.
- **Guidelines for Use:** Clearly outline expected behaviours in the group description but also share with the class to maintain a constructive and supportive environment:
 - **Direct Issues to the School:** For specific concerns with the school or individuals, contacting the school directly ensures proper attention and resolution rather than the class WhatsApp group.
 - **Privacy Respect:** Refrain from sharing personal details or photos without explicit consent.
 - **Positive Interaction:** Strive for communications that are kind, courteous, respectful, supportive, and engaging.
 - **Moderation:** Posts not aligning with our Tetherdown community ethos may be removed. We love seeing posts that are kind, courteous, respectful, supportive, and engaging. Let's all contribute to making our school What's App groups a great place for communication and support. Persistent disregard for guidelines may lead to removal from the group to preserve a positive atmosphere.
 - **Feedback for Removed Posts:** If your post is removed, consider this an invitation to address your concerns directly with the school. We aim to ensure all issues are appropriately handled while maintaining group positivity.
 - **Shared Responsibility:** Viewing this group as a collective effort enriches our children's educational experience. If questions arise feel free to answer as it does not have to be Class Champions to have all the solutions.
- By adhering to these guidelines, we can create an environment that is not only informative but also supportive and uplifting for all members.
- **Please note** - these forums are not overseen by the school and the school bears no responsibility for discussions on said forums.

WHAT IS NOT THE CLASS CHAMPIONS RESPONSIBILITY:

- Class Champions are not responsible for managing or liaising parental concerns / issues or to be representatives for other parents within the class but to direct parents to raise their issues directly with the school.
- Class Champions should avoid duplicating communication efforts. Should they wish, they may take a screenshot of information e.g. from Teams to share.
- Class Champions should not share photographs of assemblies or other school events on social platforms. Sharing photos in this manner is against the school's GDPR Policies.

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