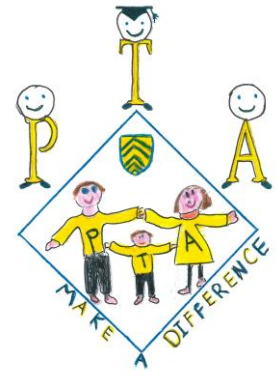


Hereford Cathedral Junior School PTA



To:

From :

Date:

Re: **PTA Reps' Responsibilities**

I just wanted to write and let you know that I/ We have put myself /Ourselves forward to be the PTA rep for our class this year. As your rep I have several responsibilities and these are as follows:

- Attending PTA committee meetings twice a term in order to contribute to the running of the PTA
- Attending reps' meetings with Mr Wright once a term. This is an opportunity for me to express opinions and raise any general issues brought to my attention by you.
- Setting up and running stalls at the Christmas Bazaar and Summer Fete
- Assisting at other PTA run events
- Arranging year group coffee morning / social evenings with other reps

Please feel free to contact me/us should you have anything you need to ask about school life and don't forget that reps meetings are a chance for me to raise general issues with Mr Wright. The dates for these are in the calendar so please contact me/ us if you have anything to raise at the meeting in good time.

And finally.....

Helping at PTA events is not strictly for PTA reps only. If you can spare any time to help at an event or even organise a social occasion for the parents of the class please step forward. The strength of our PTA is down to all those that support it and the benefit to our children is invaluable.