



Hereford Cathedral
Junior School
PTA

ROLE OF PTA REP

Congratulations you are now a valued member of HCJS' PTA Committee!

The aim of the PTA is to organise and assist at social and fund-raising events and activities. It also exists to help the school advance the education of pupils by assisting in the provision of facilities where possible.

Frequently asked questions about the role of a rep!

How many meetings do I need to attend?

Committee meetings are held every half term. They are in the evening usually at around 7.30pm, lasting for an hour. The more you are able to attend the more you may have your say and see what we do. If you share your class with a friend only one of you needs to come, but both are very welcome.

What if I cannot make a meeting?

There will always be times when attendance is not possible. In these circumstances please text or email the PTA secretary your apology or pass it on to a PTA colleague whom you know is attending

Do I need to feedback to my class?

Please feed back to your class any relevant information arising from these meetings e.g. dates of events/requests for help.

Communication

All official PTA letters (e.g. fireworks) need to be approved by the Headmaster prior to distribution. It is not necessary for reps organising social events to have their letters checked. The Headmaster would like to encourage the use of the Junior Times for advertising of all your social events. Whenever possible please contact Mrs Stick as far in advance as time allows. We know you are all busy and appreciate the time you give. There are approved template's available on the website if needed.

Should I arrange a social gathering for my class?

Yes Please! The class rep should be the point of contact for parents (particularly new parents). Often year group coffee morning/social evenings work well – talk to your fellow year group reps to share ideas. There is a template on the PTA website if needed.

What events does the PTA Need help at?

The Pta hold various events during the three terms, your help is most appreciated.

Autumn Term	Fireworks Night Christmas Bazaar (each year has a stall) Helping Santa with Pre-Prep presents Pre-Prep Production(costumes)
Spring Term	Easter Disco Yrs. 3-6 Pre-Prep Easter Treasure Hunt
Summer Term	Summer Ball Summer Fete Junior Sports Day Second Hand Uniform Sale Year 6 Leavers Party(YR 6)
Other	Bags2School The Giving Machine Photo Shop/Photos

Do I need to ask Parents for money for The Christmas Bazaar/ Summer Fete?

No. Please feel free to ask for 'things' such as cakes or a prize for lucky dips/tombola's but if you need money for prizes the PTA will provide this. The PTA will also provide your float for the event and a tin for your float to go in.

Do I need to organise an end of term present for my class teacher?

This is entirely up to you. All we ask is that if you organise a class gift please do not specify an amount to be given. A template is available on the website if you wish. Often parents will give individual presents.

What is a Form Rep Meeting?

Form Rep meetings are usually held once every half term and are towards the end of the school day in the library. These meetings are chaired by the Headmaster and give an opportunity for you (and the parents you represent) to put forward points for discussion concerning general school issues. Where possible please put your questions into the Headmaster (Via his Secretary) prior to the meeting.

I may not have time to get all this information back to my class

Please do not worry, we appreciate life is busy! All the minutes are available for everyone to view on the website and the Junior Times serves as a good reminder of forthcoming events.