



## Planetarium Class – Class Rep



### Who are my child(ren)'s Class Reps?

**WANTED!!!!** We do not currently have a class rep for your class – Are you interested? If so please contact Sarah Stewart

### What is the role of Class Rep?

The role of Class Representative is to support communication between home and school in order to develop school improvement. If you have any general feedback regarding provision at Montbelle or ideas for improvement then your Class Rep would love to hear them.

### What information do I share directly with school and not my Class Rep?

Class Reps will not be involved in communication re. individual children and should not be contacted re. complaints. All queries re. learning, progress and wellbeing of individual children, including teaching and learning queries/concerns should continue to be raised directly with class teachers. All complaints should be directed to the leadership team via the school office.

### How can I contact my Class Rep?

Class Reps are often available in person to talk to in the playground at the beginning or end of the school day. Alternatively, Class Reps can be contacted via their Class Rep email: [pr-y5planetarium@montbelle.org.uk](mailto:pr-y5planetarium@montbelle.org.uk)

Some Class Reps manage a class WhatsApp group. If you would like more information on this or to be included in the group yourself, please contact your Class Rep directly.

### When will my feedback be shared with school?

Class Reps can raise feedback with school during half-termly Parent Forum meetings led by Sarah Stewart, Deputy Headteacher. These meetings take place within school during the end of each half-term – dates and times are shared on the school weekly newsletter. Please note that all parents/carers are welcome to attend these meetings to feedback thoughts, ideas and suggestions directly. Our next Parent Forum meeting is taking place at 2.15pm on Friday 6<sup>th</sup> December.

### What feedback can I hope to receive?

Parent Forum meeting notes will be shared on the school website following each meeting. In addition, developments that occur as a direct result of Parent Forum will be celebrated and shared on the weekly newsletter. At times Class Reps may also use their preferred method of communication, i.e. email or WhatsApp, to share feedback directly with you.

### I still have Qs regarding the Class Rep role and/or my class does not have a class rep, how can I sign up to be one?

Please contact Sarah Stewart, Deputy Headteacher at [sstewart@montbelle.org.uk](mailto:sstewart@montbelle.org.uk) directly.