



EUROPA SCHOOL PARENT TEACHERS ASSOCIATION



The Role of the Class Coordinators

The role of the class coordinator is to act as the point of contact between (1) the PTA and the parents; and (2) the teachers and the parents.

Most classes have two coordinators who usually change each year and will be agreed on by the class parents at the start of the school year.

The PTA will contact the previous coordinators at the start of each year to ask for details of their replacements (or confirmation that they are continuing).

Assisting the PTA

The PTA will ask class coordinators to help in the following ways:

- Acting as Class Admin on Classlist, including encouraging parents to join, inviting new parents to register and notifying us if any parents leave the school (so that we can remove them)
- Organising the class hampers for the Christmas and Summer Fayres (some people ask for donations of items on a theme, others collect money and use this to buy the items needed)
- Passing on messages advertising events and fundraising activities and helping to promote these
- Arranging for volunteers to help at PTA run events and to donate dishes for the Christmas and Summer Fayres

Assisting the teachers

How much assistance the teacher will ask for varies widely: some are happy to communicate directly with parents and won't want any extra help. Others may ask the class coordinator to help with, for example:

- Coordinating volunteers to help in the classroom or on school trips
- Passing on messages to parents
- Arranging contributions of food and supplies for end of term parties
- Reminding parents of school activities and required resources

*Note that the class coordinator is **not** expected to act as a mediator on any issues that arise between teachers and parents.*

Other responsibilities

In addition, class coordinators are responsible for:

- Organising a collection for teacher gifts at Christmas and in the summer (the amount collected varies but it's normal to request around £10 per child for each of Christmas and summer, which is then split between the teachers and the TAs, giving around £70 per person for each gift)
- Maintaining other communication systems with the class (for example a WhatsApp group or email list)