



## FRIENDS OF MICKLEFIELD

### FORM REPRESENTATIVE – JOB SPECIFICATION

The system of Form Representatives was set up by the Friends of Micklefield and since then there has been significant improvement in communication within classes and throughout the school. The role covers three main areas:

#### SOCIAL

This is the primary role. To create a social network for the parents within the class by arranging coffee mornings, evenings out each term and encouraging people to attend FOM events. If you have a new child joining your class, please do contact their parents and invite them along to a coffee or evening out to help them settle into the school.

At the start of each school year you will also need to create and update your class list – the names of children and parents, the children's date of birth and addresses and telephone numbers and circulate this to your class – an invaluable tool to help everyone keep in touch.

You may also wish to arrange a communal form present for your class teacher at the end of the year.

#### FRIENDS OF MICKLEFIELD COMMITTEE

The Friends of Micklefield Committee is a volunteer group of parents who meet to organise and run various social events throughout the year and the raising of funds for the school. In the past, monies have been used for the purchase of the minibus, a staging system, a digital camera, playground surfacing and a library system.

Form Reps are considered to be an extension of the FOM Committee and will be called upon to remind their classes of various FOM Events and encourage parents and friends to attend. Volunteers are always welcome and Form Reps will be asked to help out (or recruit) at events where extra help is needed.



The committee is always open to new ideas and input from Form Reps, parents and staff; please encourage people to put ideas, suggestions, comments or criticisms into the FOM Box outside the school office.

### SCHOOL

Each term there is an informal meeting with Mrs Rose and other members of the Senior Management Team who are available. These meetings give us the opportunity to exchange ideas about improving Micklefield, as a learning environment and as a community.

During these meetings the signed Suggestions in the Micklefield Box will provide scope for discussion.

Form Reps play a valuable part in maintaining the friendliness and approachability that characterises Micklefield. When talking to other parents please encourage anyone with a concern about academic or pastoral issues to see their child's teacher or Mrs Rose.

Thank you for all you do to support Micklefield. I hope that you enjoy being a Rep this year and look forward to our discussions.