



Dear Parent/Carer,

17 September 2013.

### **Election of Parent Forum Members & Details of Class Representatives**

Each year the parent body elects representatives to serve on the parent forum and the school suggests class representatives. These initiatives are part of a wider programme to ensure effective consultation and communication between school, parents and pupils. We have a number of parents who have served on the Parent Forum in the past year or so and who are happy to continue to do so. We would however like to invite other parents/carers to nominate themselves to represent their child's class, particularly in Nursery and Reception. The purpose of this letter is to:

- Explain the role and responsibilities of the Parent Forum;
- Invite interested parents/carers to nominate themselves as members; and
- Provide contact details for class representatives.

### **What is the Parent Forum?**

The Parent Forum is a body of parents, representing parents, led by the Governing Body. Parents at the school over the last few years will know that the forum proved to be the most rapid and effective means of consulting with parents on a variety of issues.

The Parent Forum:

1. Is a constructive tool with which the Head Teacher and Governing Body may consult the parent body.
2. Is a conduit to feed information from the school to parents and from parents to the school.
3. Has an advisory and consultative role. The Governing Body remains the decision maker and provides strategic leadership.
4. Any parent may nominate themselves to become a member of the forum. Ideally each class will have two representatives. Nominations for members are invited at the beginning of the school year and during the year when a vacancy arises. Elections will only be held in cases where nominations are received from more than two parents for a class.
5. The forum aims to meet at least termly. Meetings are held in the evenings and are scheduled to run for about an hour and a half.
6. The forum is attended by the Head and chaired by a Governor.

### **The Forum does not:**

Arrange the teacher collections or parent social evenings; this is the role of the class representative. Nor is it to be the interface for specific areas of concern around individual children.

## How to nominate yourself as a Parent Forum Representative

Please email the parent forum link governor Alison Hoffman at [Alison.Hoffman@tiscali.co.uk](mailto:Alison.Hoffman@tiscali.co.uk) stating:

1. your contact details
2. the name of the class(es) your child(ren) is/are in
3. where you have more than one child at the school which class you would prefer to represent.

Nominations close at noon on Thursday 26 September. Nominees will be informed of the outcome on Friday 27 September. The first parent forum meeting will be held on Tuesday 1 October 8-9.30pm.

### Class Representatives for 2013/14

Green Ash	Jackie Ford
Red Ash	Tracey Franklin
Rowan	Lucie Titheridge
	Elizabeth Hoar
Oak	Jasmine Mitchell
Elm	Emma Gaskill
Beech	Dhrooti Mills
	Suzanne Ansell
Cedar	Beverley Griffiths
Silver Birch	Alison Friend
Maple	Rachel Dias Stephens
Chestnut	Sarah Whale
Willow	Angela Kinchin

Yours sincerely,

Katharine Ellwood  
Head Teacher



Living the Olympic  
and Paralympic Values



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