



26th November 2015

Dear Parents and Carers,

Parents' Forum

Regular, open communication and consultation with parents and carers is really important to the school.

The Parents' Forum is being reintroduced to improve the way the school engages with its parents and carers and will provide a valuable opportunity to:

- share information about the school's policies, procedures, protocols and ambitions
- listen to the views of parents and carers and seek their views on aspects of school life
- work together, as an united force, to drive through school improvement and ensure the needs of children and their families are met

Parents' Forum meetings will take place termly. One in the morning, one in the afternoon and one in the evening so increasing access for all parents and carers. Meetings will be held in the school. They will be purposeful but informal meetings lasting an hour with light refreshments. They will be attended by a member of the Senior Leadership team and a school governor.

Parents and carers are automatically members of the school's Parents' Forum and will have access to the agenda and minutes of all Parents' Forum meetings. All parents and carers have an opportunity to share their suggestions, concerns and compliments throughout the year either by talking directly to staff or by completing and posting the suggestions or concerns and compliment slips in the Reception entrance.

All parents and carers are invited to attend meetings as and when they can or wish to.

The first meeting has been scheduled in the New Year on Thursday 21st January 2016 from 10.45am to 11.45 am.

Please return the attached slip if you intend to attend the meeting just to give us an indication of numbers. Of course, we understand your plans might change.

Parents' Forum Meeting - 21st January 2016 Agenda

- **Welcome and Introductions**
- **Terms of Reference**
- **Understanding the school/staff structure**
- **Consultation exercise - what works well/what could be better**
- **Any other business**
- **Date of next meeting**

The Parents' Forum is not the same as the PTA. For further details of how to become involved with our very active and successful PTA, please contact the school office.

Respect Responsibility Resilience Honesty Compassion Belief

If you need any more information regarding the Parents' Forum, please make contact with Julie Church (Deputy Head Teacher).

We look forward to building an effective Parents' Forum together.

Yours sincerely,

Julie Church
Deputy Head Teacher / SAFS Key Lead

Parents' Forum Meeting-21st January 2016

Name of child Class

I / we intend to attend the first Parents' Forum Meeting. There will be of us attending.

Signature

Date

Please return this slip to your child's teacher or school office for the attention of Julie Church.