



Highwood Primary School Parent Forum



Summary

The Highwood Primary School Parent Forum will provide an opportunity for parents to engage with the school through their class representatives. The representatives from each class will meet half termly with members of the Senior Leadership Team to discuss relevant and important issues relating to the school as well as being a sounding board for new ideas and initiatives. Before every meeting, the class representatives will request, from their class, any ideas or concerns so that these can be put forward onto an agenda to be discussed.

Class representatives will be asked to encourage and help parents to first assess any issues and suggest ways to resolve them with other parents, teachers and/or other relevant members of staff. They will be asked to submit agenda items that would benefit from a discussion at the forum without compromising GDPR.

Nominations for class representatives will be held in the Spring Term so that the Forum can start to meet in the Summer Term. The class representatives will stay in role until next Spring – transition from one year group to the next can often be a tricky time so class representatives will be able to provide a continued link. Year 6 representatives this year will be with us for just one term and nominations for the Early Years classes which join us in September will be sought early in the Autumn Term.

Key Roles of the Class Representatives

- To become an advocate for the class for 3 terms (Summer, Autumn, Spring)
- To gather views and questions from the parents of the class
- To contribute items to the Parent Forum Agenda on behalf of the parents of the class
- To attend half termly meetings and contribute on behalf of the parents of the class
- To work with the other members of the forum to find solutions and resolve issues
- To engage in dialogue with the parents of the class to ensure that information from the Parent Forum reaches them all
- To always act with the rules of GDPR in mind (no individual pupils, staff or parents should be identified during discussions)

Key Skills for Class Representatives

- ability to work as a member of a team
- ability to communicate with a variety of people
- ability to speak and act in the best interests of the school
- ability to represent the parents of the class as a whole

It is important to note that the role of parent forum class representative does not involve:

- *attempting to handle parent complaints or raise complaints/issues concerning their own child or children of their friends*

Examples of possible agenda items

- Internet safety
- Methods of communication between school and home
- The curriculum
- How parents can help in school
- Promotion of parent support for Friends events