

10<sup>th</sup> January 2018

## Hanham Abbots Junior School Parent Forum & Friends of Hanham Abbots

Dear Parents,

Whilst taking the head of school chair at Hanham Abbots I am very keen to establish improved engagement with, involvement of, and lines of communication with parents. This seems an opportune time to get this initiative going in order to establish the **Parent Forum** as a recognised supportive body before a new 'Head of School' is appointed.

I am also keen to re-establish the **Friends of Hanham Abbots** with a clear fundraising goal, to benefit all children, for the rest of this school year. The focus of this effort would be to fund the Master Class Enrichment Programme for Summer Term 2018 (see Master Class tab on HAJ webpage).

I have already met with a small, but enthusiastic group of parents who are keen to dedicate time to one, or both of these projects and we are looking for more parents to take part.

If you are interested in representing your child's class on the HAJ Parent Forum and / or you could spare some time to raise money for the Master Class Enrichment Programme please can you join us in the HAJ Music Room at:

**2pm on Monday 29<sup>th</sup> January 2018**

Sally Britton has kindly offered to be interim chair of the Parent Forum and is happy to lead until we elect a chair for the rest of the year.

If you are interested in being involved but unable to make this initial meeting please email me to let me know - [mike.coyne@hanhamprimaryfederation.org](mailto:mike.coyne@hanhamprimaryfederation.org) .

I have included the SWI Parent Forum guidelines on the reverse of this sheet to give some insight into the role of a class rep on parent forum and an idea of the role of the forum. I hope this is helpful.

I look forward to hearing from you.



Mike Coyne

Primary Headteacher

# Parent Forum Guidelines

## **Introduction**

The Samuel White's Infant School Parent Forum is run to give parents, staff and other people involved with the school a place to share ideas, discuss relevant issues and generally get to know each other.

## **Parent Participation**

Parents are selected to represent each class at the beginning of the year.

The process of electing a parent will involve all parents being invited to put their names forward to be a class representative. If more than one parent volunteers, a name will be drawn from a hat.

## **Forum Rules**

In order for the forum to be successful we must follow the rules below:

- Individual children or issues must not be discussed at the forum
- The school welcomes constructive criticism with a view to supporting the school to improve
- Parent Forum members should encourage parent/carers with individual concerns/worries to talk to the class teacher
- Issues raised should be ones that impact a large variety of children
- Members are encouraged to raise positive ideas for improvements in the meetings
- Items raised should be factual and not unconfirmed rumours
- Should any member of the Parent Forum have comments or criticisms regarding any members of staff, please speak directly to the Headteacher