

The Federation of Nettlestone & Newchurch Primary Schools



Parent Forum Information and Terms of Reference –
Academic Year 2025-2026

Our Parent Forum

The Federation of Nettlestone and Newchurch both have a separate Parent Forum that meet six times per academic year. The participants within these meetings automatically includes every parent/carer of a child that is enrolled at the schools or pre-school however each year group has at least one volunteer representative to be their voice.

Our Parent Forums are a way for us to encourage and engage more parents in school life. They are informal groups where we can facilitate positive and effective two way communication between parents and the school.

They are there specifically to: provide a channel for communication, feedback and suggestions for improvement; raise queries or concerns; be consulted on school policy and school improvement matters and offer a wider perspective on behalf of their year group; promote the partnership between school staff, its pupils and its parents/carers; develop and engage in activities which support the education and welfare of the pupils; identify and represent the views of the parents on matters affecting the education and welfare of the pupils.

Scope: Specific feedback and suggestions for improvement of:

- Communication
- Administration
- Catering
- School policies

Out of Scope: Items relating to specific pupils, specific parents or individual school staff which should be discussed one to one with the relevant teacher, Key Stage Leader or Headteacher as appropriate.

Head of School: It is the responsibility of the chairperson to ensure that meetings are scheduled and times and venues communicated; minutes are posted to the school website for all parents to view with copies available from the school office upon request and meetings run to time and active participation is sought from all representatives.

Our class reps: Use established and inclusive class WhatsApp/Messenger groups (not created by the school) to communicate information to each class community and together we work to ensure that:

- ✓ information is shared and fed back regularly regarding educational and routine aspects within school,
- ✓ channels of communication are kept open,
- ✓ the opportunities are understood by all as to how they can be more involved with what the school is doing,
- ✓ the opportunity, along with all the other parents, to have your views represented,
- ✓ both school and parent reps can suggest items for the agenda before the meetings take place.

How can I get involved?

If you would like to know more about our Parent Forum please contact Mrs Parkin – Head of School at Newchurch Primary.

