Parent Forum Protocol – November 2026

What is the Parent Forum?

The Parent Forum is a partnership between parents and the school. It is a valuable way to share ideas, views, and concerns and make suggestions for improvement.

The aims of the Parent Forum will be to:

- Work together to improve the education and support provided for our children.
- Share information, knowledge and skills.
- Meet in a mutually supportive environment.
- Further improve communications between parents/carers, staff/governors and PTA.
- Parents will be invited to volunteer for the school's parent council as their child's class representative so that concerns/ideas may be raised for their class and rectified where possible.
- The parent council will act as a voice for all parents of the schools' pupils, reflecting their views to the relevant staff members, such as the SLT and the teacher.
- Together, the relevant staff members and the parent council will work together to establish concerns and generate resolutions, where appropriate and possible. These will be reviewed by the headteacher, staff and possibly the governing board (where appropriate) for approval.
- If the Headteacher and the Governing board reject the parent councils' plans, the parent council will communicate this to parents, via the class Whatsapp group and via the minutes to be added to the school website. If the concerns are raised again, the parent council will put the plans to the headteacher and the governing board again.
- If any parent has an individual concern the parent representative will direct them to talk to the school on an individual basis following correct policy and procedure.

The parent forum does not have any statutory responsibilities, duties or powers in the school.

Who can be part of the parent forum?

Any parent/carer of children currently at Higham Primary School can represent their child's class. There will be one representative per class. Parents vote for their class representative on the class Whatsapp group or group Facebook page. Voting will take place once a year in September, unless a replacement needs to be found sooner. Once a rep has been agreed this will be notified to Mrs Grattan and a contact email shared. Any parent rep can nominate another parent to attend a meeting in their absence if they are unavailable. Mrs Grattan (Headteacher) or Mrs Levy (Deputy Headteacher) in Mrs Grattan's absence, will chair the forum. Other school community members who unite will attend the sessions depending on the agenda items and what the school feels they would like to share with the parents, such as new initiatives.

Why should I be part of the parent forum?

It gives you, the parent, an opportunity to get together regularly with other parents to have your say on what the school is doing well and suggest ideas of how things could be improved.

How often will the Parent Forum meet?

Approximately every term for up to an hour at a mutually agreed time where most representatives can attend.

What will be discussed at the meetings?

- Anything related to improving the school and further developing the partnership between the school and parents.
- The meetings will be informal and are an opportunity for an open discussion.
- Minutes of the sessions will be taken, and these will be accessible on the school's website (see below).
- It is not the forum to discuss concerns or complaints involving individual children, families, or staff members.

How can I raise an issue?

Come to the meeting and bring it up during the open discussion. If you cannot attend, there is nobody to stand in for you, then send an email to the school office, and they will pass it onto Mrs Grattan, who will bring it up at the meeting.

What do parent representatives need to do as part of their role?

- 2 weeks prior to the meeting: Ask on the parent group if any parents have any agenda items they would like you to raise.
- By 9am on the date one week prior to the meeting: Send agenda items to the Headteacher via email. Any late items will be added to the agenda for the meeting the following term.
- Once minutes have been added to the parent forum area of the school website and received by email, share these minutes or an overview of the meeting via the class Whatsapp or Facebook page.

Signed: _____ (Headteacher) Signed: _____ (parent representative Year:___)

Date: Date: