



Kelvin Grove Primary School

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Wednesday 13th March 2019

Dear Parents and Carers,

At Kelvin Grove we believe that we achieve the best for our children when relationships between the school and our families are strong.

We are looking at a number of initiatives over the coming months to build upon these relationships and further improve communication.

The first of these initiatives is to introduce a programme and community of Parent Representatives. This is to ensure that communication between staff and parents is as strong as possible.

Role of a Parent Rep

Primarily, the Parent Rep exists to facilitate communication between the teachers/TA's and the parent body. Parent Reps can ensure that the teacher has an easy point of contact amongst the parent body. Questions and queries can be dealt with in a small and relevant group. Furthermore, they may also build a sense of community amongst the class/year group parents.

What will a parent rep do?

- May be the first/alternative port of call on any questions that parents haven't been able to ask the teachers
- Liaise with the parents in the class by keeping them informed of activities and events
- Encourage the parents to volunteer when needed e.g. for activities and events when requested by the class teacher
- Be aware of any families with additional needs to ensure that they are aware of everything that's happening, and that nobody misses out
- Reps will **not** be used to help other parents express concerns about their own children. This should be done directly between the parents themselves and the teacher.

How will it work?

- 1 or 2 reps per class
- All reps meet with year group teachers & TA's at the beginning of each term, so the staff can go through plans for the term, trips, activities, timetable, tests etc
- Reps to set up class Whatsapp / email group so that any questions can be answered / information shared.



Headteacher: Ian Hyde
Deputy Headteachers: Tara Magee and Kris Clark

How will Reps be recruited?

- Put yourself, or a friend, forward for nomination, using the form below
- In the event there are more than 2 nominations per class, it will go to an election, voted for by the parents of that class
- A panel consisting of the Headteacher & 2 x Governors will approve, and ensure Reps adhere to the code of conduct.

How much time will need to be committed?

- Reps will be expected to attend a short meeting at the beginning of each term (no longer than an hour. Time tbc)
- Initial set up of WhatsApp /email group
- Communication with the rest of the class will be as frequent as needed, depending on class and activities
- There will be an introductory meeting with all elected Reps after Easter
- Attendance at Parent Café's & coffee mornings (where possible). Timetables for these will be announced after Easter.

Timings

- Nominations to be handed in to the school office, directed to Suzy Deadman by **Monday 25th March**
- Reps confirmed before Easter
- First teacher/Rep meetings to take place at the start of the summer term, which means we will have an established way of working before the new intake in September.

The form for nominations is below. If you have any questions, please do not hesitate to contact Mr Hyde or Parent Governors: Janine Green or Claire Ackford.

Yours sincerely



Ian Hyde
Headteacher

PLEASE COMPLETE THE BELOW FORM AND RETURN TO **SUZY DEADMAN** IN THE SCHOOL OFFICE BY **MONDAY 25TH MARCH**

I would like to nominate myself / a friend _____(name) as Parent Rep.

My Child's name is _____

They are in _____class in Year _____

Signed:_____