



# HOLY TRINITY CATHOLIC SCHOOL

OAKLEY ROAD | SMALL HEATH | BIRMINGHAM | B10 0AX

TEL: 0121 772 0184 | FAX: 0121 772 9788 | Email: [enquiry@holytrc.bham.sch.uk](mailto:enquiry@holytrc.bham.sch.uk) | [www.holytrc.bham.sch.uk](http://www.holytrc.bham.sch.uk)

## Invitation to Parent Forum meeting

Dear Parent / carer

Holy Trinity Catholic School encourages parents and guardians to be as involved with the school as possible. One of the ways to do this is via the development of a Parent Forum.

### Purpose of the Parent Forum

This forum gives those involved the opportunity to represent all parents/carers regarding any matters they may want to raise with our School and to hear about schemes the School may be considering, or to contribute to policies and practice. It will give parents and carers a relaxed and informal place to meet with staff to share their views on how things are going at the school and how we can improve.

Following the successful meetings before the summer, we are writing to warmly invite you to the first Parent Forum of this academic year, which will take place at the following time:

**Monday 21<sup>st</sup> November 2016 from 9:00 to 11:00**

If you are interested in joining the Parent Forum, please return the reply slip below to the main office by Wednesday 15<sup>th</sup> November. You can also phone the school and let us know.

We can discuss a wide range of issues, such as e-safety, homework, after school clubs and behaviour but it really is about anything that affects you and your children. It's a chance for you to ask questions, express any concerns that you may have, and gain information about any future plans and developments for the school. In this meeting, we are going to pay particular attention to our new 'Assessment without levels' system and our new updated website. If you have any queries, please don't hesitate to contact us.

Many thanks and I look forward to hearing from you.

Yours sincerely,

Mr Rodriguez, Miss Yañez, Mrs Teager and Miss Ormsby

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*Name parent attending:*

*Name of student in school:*

*Year:*

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*I will be attending the Parent Forum on Monday 21<sup>st</sup> November 2016*

*Signed:*

## ***PARENT FORUM GROUND RULES***

We maintain confidentiality where necessary.

We are a positive group.

We aim to expand the partnership between parents and staff.

We will work closely with staff and inform them of our activities.

We will point parents in the right direction but we do NOT deal with complaints.

We do NOT discuss individuals (parents, children, staff or governors).

### **Role of a Parent Forum member**

To aid and improve communication and partnership between the School, its pupils, its parents and its governors.

To be a point of contact for parents if appropriate.

To liaise with your Class/year teachers and to support them.

To pass on practical information to parents where necessary.

To be a point of contact for parents within your Class/year group.

To be the first point of contact for all new parents within your Class/year.

To help support out-of-school activities (parents' meetings, curriculum workshops, etc).

To follow up issues with parents and maintain communication.

To identify and represent the views of parents on issues affecting the education and welfare of the pupils.

### **Mission Statement**

To extend the partnership of parents with staff and governors by building a relationship of trust and support and to help provide guidance and practical information in line with School ethos.