

Dear Parents/Carers,

In previous years we have been extremely lucky at Langley to have been able to run a parent focus group which helped shape different aspects of school such as communication. As this had such a positive influence on school I would like to be able to start up this group again. The group would be made up of parents from across the school and meet every half term. Each meeting would have a focus from school and or parents to discuss and review and this would be shared in advance with the outcomes made available to the wider community through the school website.

Overleaf I have copied a suggested terms of reference for the group to give further oversight of the expectations and parameters we hope to work within.

At Langley we appreciate how fortunate we are to have such supportive and proactive parents and hope this can become another successful element of parent - school partnership.

If this is something you would like to be involved in then please complete the slip below and return to school by Tuesday 19th November or alternatively email office@langleyfirst.org.uk stating that you will be attending.

Thank you in advance for your support and I look forward to working together.

Mr. T Jones

Headteacher

Parent Focus Group

I would like to attend the Parent Focus Group meeting on Tuesday 26th November at 2:00pm (finished by 3:15pm)

Name (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class \_\_\_\_\_\_

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**Parent Focus Group**

**TERMS OF REFERENCE**

**1. Composition of the Focus Group**

The group consist of representatives across the age phases. Each member has volunteered to be part of the focus group.

**2. The Role of the Focus Group**

* To serve as a communication link between the school and the parent community. Feeding back what is going well as well as what could be developed
* Ensuring that the school receives constructive and practical suggestions that will enhance the quality of care offered to all the children in the school
* To seek parents views on particular issues as requested by the school
* To make decisions on behalf of parents on organisational issues where it is not practical, desirable or appropriate to hold a wider parent consultation
* To provide an objective ‘sounding board’ to discuss school matters and gain a feel for parental views
* To assist in aspects of policy formulation where appropriate. The views expressed may be used later by staff and governors when drawing up school policies
* To give the school a forum within which to explain school policies and procedures. This may be in response to queries from parents.
* To promote the school in the local community

**3. The Structure and Organisation of the Committee**

* There will be a meeting at least once a term. Additional meetings may be called if necessary
* Items for the agenda should be submitted to the school office at least one week before the meeting
* The school’s leadership team will form the agenda from notified items. The agenda will be circulated before the meeting
* The member of the school’s leadership team attending will include a summary of discussions held at the meeting in a letter to all parents
* Representatives are expected to feedback to individuals or groups who have suggested agenda items.

**4. Protocol and Expectations**

* The members of the focus group are **not** expected to receive complaints or ‘niggles’ about individual members of staff. These should be referred directly to either the member of staff concerned or the Headteacher. Such matters will **never** be discussed at the meetings
* The role requires an objective and wider view as what is in the best interests of the **majority** of children, parents and staff in the school. It is not about influencing practices and procedures based on the needs and views of the minority of individuals or your own child
* At all times due regard will be given to the need for discretion and appropriate sensitivity to issues of confidentiality
* Agenda items from parents will always remain anonymous unless the parent who raised the item has told their representative that they are happy to be identified