



St Thomas of Canterbury  
RC Primary School



**St Thomas of Canterbury Catholic Primary School**

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Headteacher: Mr D. Feasey - BA Hons, PGCE

18<sup>th</sup> October 2018

Dear Parents/Carers

Re: Parent's Teachers Association meeting and Parent Forum

The next parent and Teachers Association (PTA) Meeting will be held on Thursday 1<sup>st</sup> November 2018 at 9:00am – 9:45am in the 'East Wing', with the Parent Forum meeting following directly after this session at 9.45am – 10:30am in the same room.

This is a fun and welcoming meeting to provide everyone with an excellent opportunity to get involved and help shape the activities over the coming months for the School. At this meeting we will be looking to discuss the following topics:-

- School Uniform Policy
- Christmas Fair – 7<sup>th</sup> December 2018
- Keeping you up to date with the Curriculum
- Next initiatives – Library and Music Room

I have attached a document outlining what a Parent Forum does to provide you with some more information, and if you are unable to attend but have some suggestions, please email them to:-

[Parentforum@st-thomascanterbury.merton.sch.uk](mailto:Parentforum@st-thomascanterbury.merton.sch.uk)

Refreshments will be provided and you are welcome to bring your little ones along with you.

I look forward to meeting you.

Yours sincerely

Mrs M Tucker  
Assistant Head Teacher



## **What does a Parent Forum involve?**

The parent forum aims to represent the views of all parents and to be a voice to inform our school of the needs of children and families. It facilitates communication between parents/carers and staff and governors. The forum works to provide feedback on provision, offer a parent's perspective on current policy and practice and input into decision making and planning for future provision. The Parent Forum is a group of parent representatives who meet once every half term to discuss school-related issues.

Although the forum is not a decision making body, it has the opportunity to influence decisions through an open dialogue with the School's Representatives and School leaders. The agenda items can be suggested by parents and by the school.

The forum is not in place to address specific concerns about an individual child or issues relating to individual members of staff. Parents who need to discuss these issues should approach their class teacher or the Deputy/Head Teacher.

### **Aims**

- Ensuring a diverse forum membership and representation of views from parents/carers from all backgrounds and sectors of society.
- Keep Parents better informed of things happening in the school.
- Involve Parents and inform Parents in any bigger changes in the school community.
- Creating a rounded picture including all different perspectives.
- Understanding the potential of Parents and staff to provide a learning community for children.

### **A Parent Forum is a body which:**

- Enables parents to meet, share ideas and feed back to the school.
- Gives parents a voice.
- Helps develop a partnership between parents and school.
- Consults parents and advises the school leadership and/or governing body of parents' views.

### **Membership**

- Any Parent can put themselves forward to be a representative.
- Meetings will be held half termly and will be advertised to all Parents through the Parent Newsletter and school website.
- Topics to be discussed will be displayed on the website prior to the meetings to gain maximum input from Parents.
- Time will be used to gather ideas and opinions and feed into the School Development Plan.

### **Meetings**

Meeting will take place once every half term, starting at 9.00 am and will be held in the School. Our next meeting is scheduled for Friday 06<sup>th</sup> October.

### **Reporting**

Minutes are taken and circulated to the members of the forum. Feedback will be included in school newsletters which are distributed to all parents and published on the school website under the new Parent's Forum tab.