



# Hallam Fields Junior School

## Terms of Reference for Parent Forum

### Purpose

The forum provides an opportunity to allow parents to express opinions and exchange information.

### Objectives

To use as an initial engagement tool to encourage parents to become involved in the life of the school.

To provide a support network for local parents.

To provide an opportunity for parents/carers to share information and views.

To encourage a commitment to the ethos of the school.

### Frequency and Venue

Meetings will take place once every half term and will be held at 9am on Fridays.

### Reporting

Minutes will be taken and circulated at least a week before the next meeting to everyone who attended the meeting, preferably by email.

Any issues raised will be followed through by the chosen advocates within the meeting and feedback within the next forum.

A brief summary of each meeting will be available for others who do not attend within the school newsletter/school website.

Any items for the agenda should be forwarded to the Chair at least a week before the next forum meeting.

School contact – Mrs Sarah Carr

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