



OTFORD PRIMARY SCHOOL

PARENT FORUM MEETINGS

Aims of the forum

- To learn about the school community and parental perspectives, context and history
- Raise awareness of the views of our parent community
- Explore views on specific concerns or issues
- Gain support for school projects or goals

Membership

Each class has 2 elected representatives. The representatives are expected to be available for every forum meeting. If they are unable to attend, another parent can fill in. This must be agreed in advance with the chair

Code of conduct

As a member of the parent forum I agree to:

- Show respect to all members of this forum, by listening to and respecting a diverse range of opinions
- Stick to agreed timescales for discussion of topics
- Maintain confidentiality by not mentioning the names of individual members of the community
- Avoid discussing individual circumstances or grievances. These issues will be directed via the school's complaint's procedure instead
- Having the best interests of all children and their parents - e.g. not discussing your own child's issues
- Giving all those involved an opportunity to speak

Frequency of the forum

- Forum meetings will be held three times a school year, once every two terms. - this year we will look to start these after the half term break. These will be held by the headteacher/ senior school leaders. The frequency of these may be subject to change.
- Forum meetings will last one-hour approx.
- Forum meetings will be held at 2:15pm