



Winklebury Federation

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Parent Forum meeting

Dear parents and carers,

I am delighted to announce that we are setting up a parent forum at Winklebury and would like to invite you to attend.

The Parent Forum is a partnership between parents, governors and the school. It is a valuable way to share ideas, views, concerns and make suggestions for improvement.

The aim of the forum is to:

- work together to improve the education provided for our children share information, knowledge and skills
- meet in a mutually supportive environment
- further improve communications between parent/carers and staff/governors

We will meet once every half term and discuss anything related to improving the school and further developing the partnership between the school and parents. Meetings will last for approximately an hour and will take place during the school day. The meetings are an opportunity for an open discussion. An agenda will be shared two weeks before the meeting and added to the school website. Parents will be able to contribute to any of the agenda items if they wish to by contacting the school office. Minutes of the meetings will be taken and these will be accessible on the school's website.

Concerns or complaints involving individual children, families or members of staff will not be discussed at the meetings. These issues should be raised with the class teacher or Headteacher through the usual channels.

The meetings will be friendly, informal and very welcoming. If you think this is something you may be interested in and would like more information, please contact myself via the school admin team and I will get in touch. It would be great if we could have a representative for each class so that we have a range of feedback and ideas.

Yours sincerely,

Mrs S Mathlin
Head of Federation