



Parent Class Representatives Terms of Reference

The purpose of the group:

- a means of communication for parents
- provide parents with an understanding of the work going on in school
- provide the school with an insight into parents' views on its work
- celebrate the work going on in school
- an opportunity to further develop a positive relationship between the school and home
- an opportunity to resolve issues
- to improve opportunities and outcomes for our children

How we will operate:

- We will meet for no more than one hour each term
- Each class rep will have the opportunity to share information from parents on the following -
 1. Celebrations of the work going on in school
 2. Response and feedback on set topic (e.g home learning, curriculum)
 3. Questions that need answering
 4. Concerns that require addressing
- We will not mention people by name, including parents, staff and children.
- We will ensure parents are aware that serious concerns are not part of the remit of the class reps.
- We will ensure we focus our discussions on aspects of the school work that will impact positively on the children's learning and their well being
- We will feed back to parents either individually or via more formal methods such as a school letter
- Within our agreed time frame, we will allow adequate time for each class rep to share their views
- Minutes will be taken and circulated to the group and made available to all families via our school website
- We will work according to the school's core operational principles as displayed around the school