



The Hampshire School

C H E L S E A

The Role of the Parent Representative

Structure:

- One Parent Representative from each class.
- Each Parent Representative should serve for a maximum of two years.
- Meetings will occur once per half-term.
- When a vacancy becomes available, Parent Representatives will be elected following expressions of interest in the role directed to the Head's EA, Miss Doyle (n.doyle@thehampshireschoolchelsea.co.uk). The list of Parent Representatives will be published in the School calendar which is also published on the School website.

Role:

- The Parent Representative is a very significant member of the school community, encouraging an ethos of collaboration between the parents and the school by promoting parents' viewpoints on matters great and small.
- The main duty is to attend one meeting each half-term with the Head. Each Representative collects and collates a list of questions relating to their year group that the Head will address at the meeting. These questions should be emailed to the Head's EA for inclusion on the Agenda.
- The deadline for submission of questions to the Parent Representative will be clearly defined and any questions received after the deadline will be deferred until the following meeting.
- The minutes will be uploaded to the website, in the parent protected area, as soon as practicable after the meeting. No other form of distribution of information resulting from the meeting will be published by the Head and/or Parent Representatives e.g. via WhatsApp, email, social media, in the interests of the school community, without prior permission of the Head.
- The Head will use the Parent Representatives as a sounding board for school initiatives. Discussions will involve a degree of confidentiality and the Parent Representative agrees to support this partnership.
- Data Protection regulations (GDPR) are strictly adhered to.
- With the permission of each Parent Representative, parents in the relevant year group will be provided with their Parent Representative's email address in order to forward questions to them for the meetings.
- Questions should reflect a consensus of opinion, and Parent Representatives should encourage parents with individual questions to seek guidance from the Senior Leadership Team and Head directly.
- This is not a forum to discuss individual pupils, teachers, staff, governors or parents.