



## 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 ([Head@thehampshireschoolchelsea.co.uk](mailto:Head@thehampshireschoolchelsea.co.uk)) and copied to [info@thehampshireschoolchelsea.co.uk](mailto:info@thehampshireschoolchelsea.co.uk)). The list of Parent Representatives will be 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.
- The deadline for submission of questions to the Head's EA 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.
- 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.