



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 term.
- When a vacancy becomes available, Parent Representatives will be elected following expressions of interest in the role directed to w.healy@thehampshireschoolchelsea.co.uk
- The list of Parent Representatives will be published in The Need to Knows.

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 per term with the Head.
- The deadline for submission of questions to w.healy@thehampshireschoolchelsea.co.uk is no later than three days before a scheduled Parent Representative meeting. 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 (Parent Portal), 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.