



Hannah Freeman
Headteacher
Old Tye Avenue, Biggin Hill TN16 3LY
01959 575 846
www.bigginhillprimary.com
admin@bigginhillps.com

8th July 2021

Dear Parents and Carers,

Parent Forum and Class Representatives - we need you!

We are very keen to set up a 'Parent/Carer Forum and Class Representatives' group at the start of the next academic year and would like to hear from you!

Our main rationale for this initiative is to ensure that we are continuously working to involve parents and carers with an aim of improving our practice based on a wide cross section of views.

It is anticipated that this group will have two main areas of focus:

- To contribute to our 'parent/carer forum' and meet approximately 3 to 4 times during the academic year to discuss the school, its vision and aims and school improvement. There will of course be some standard agenda items for each meeting, however there may be a multitude of initiatives that we may seek your views on. It is anticipated that we will alternate meetings between morning/afternoon and evenings. Guidelines permitting, we hope these will be in person, however these can also easily be hosted over Google Meet if required.
- One parent/carer to act as a 'class representative' for their child's class to feedback the views of the parents/carers within the class. This would be both at the forums and also to feed key information to the class teacher. The class representative would also help to pass on reminders and information to the class.

We are exceptionally proud of our school and are committed to providing the very best to all the children from nursery to year 6.

We continuously seek the views of our children through Pupil Voice, which you will have seen on our newsletter. Having a parent forum and class representative group will complement this and help us to gain a well-rounded view of all stakeholders within the school.

Our aim is to have one parent/carer representative from each class across the school. If you are interested in being part of this important initiative, please contact Mrs Helps at s.helps@bigginhillps.com for an informal chat.



We are very keen to launch this initiative in September and would love to hear from you if you would like to become involved. Our aim is to hold our first group meeting, either in person or virtually, in October.

In the event that we receive interest from more than one parent/carer from each class, we will place names in a hat and the first name drawn will be chosen.

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Hannah Freeman', with a stylized flourish at the end.

Hannah Freeman
Headteacher and Designated Safeguarding Lead

