



# Our Lady of Peace Catholic Primary and Nursery School

**'With Christ in our hearts, together we grow'**

Headteacher: Mrs J O'Keeffe

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Tel: 01628 661886

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Tuesday, 7<sup>th</sup> February 2017

Dear parents

I wrote to you back in November 2016, following parent feedback that there was a need to improve communication between school and parents. At that time, I asked if any parents would be willing to volunteer to become parent representatives to sit on a parent forum. To date only 3 parents have come forward and we now have parent representatives for Reception, Year 2, and Year 3.

For the parent forum to work, we will need a parent representative from each school year as a minimum, to ensure fair representation of parents' views. To give more insight to the role and encourage more parents to volunteer, I have met and discussed the role with the 3 parents who have volunteered so far and can now more clearly define the role.

The parent forum will be for parent reps to share any questions, concerns, positive or formative feedback that they have gathered from the other parents in the year group they represent. Parent reps will be responsible for gathering feedback from the wider group of parents in their year group and to represent these views at the forum. It is proposed that the forum would be held once every half term, when the parent reps would meet with the Chair of Governors or an alternate governor. The forum would be solutions focused, rather than just a complaint sharing session. Outputs from the meeting would be discussed by the Governor attending with the School Senior Leadership Team.

To be clear, the parent forum is not intended to replace the current reporting structure that is in place in school, which is published in the parents' info section of our school website. This reporting structure which starts with your child's class teacher is place to handle child specific questions, or concerns you may have. The parent forum will be in place to discuss more general questions, feedback, and observations on the school directly with Governors.

As mentioned previously, for the parent forum to work, we will need a parent representative from each school year as a minimum; otherwise unfortunately we will be unable to progress.

Our aim as a school is to improve communication with the help of our parents. Your views are very important to us, as we continue to work towards being the best school we can be.

If you are interested in becoming a parent representative, please fill out the attached slip and return to the school office by Friday 24<sup>th</sup> February 2017.

Once again, many thanks in advance for your continued support.

Email: [post@olopprimary.co.uk](mailto:post@olopprimary.co.uk)

<http://www.olopprimary.co.uk>

*In partnership with The Diocese of Northampton  
and Slough Borough Council, Department of Education*

*Our Lady of Peace Catholic Primary and Nursery School has a commitment to safeguarding  
and promoting the welfare of children*

Lisa Timms  
Chair of Governors

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