



Parkgate Infants & Nursery School

Northfield Gardens,

Watford,

Herts,

WD24 7RL

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Acting Headteacher Mr Gwyn Pritchard B(Ed) Hons, NPQH

Dear Parent/ Carers,

We would like to set up a group of parent representatives. There would be 1 parent representative for each class and their role would involve:

- Regular meetings with school leaders. This meeting will be quite informal and will be an opportunity for the parent representatives to find out what is happening in school. Please see the attached meeting schedule.
- Being a point of contact for all parents and carers e.g. If parents would like any information about school meetings or projects then they can contact the parent representative.
- Welcoming new parents into the school community.
- Getting involved in school projects or meetings e.g. spring fair and Christmas party, and encouraging other parents to get involved too.
- Being an ambassador for the school vision 'anything is possible', school aims and golden rules.
- Being willing to help or volunteer on a regular basis (you will need dbs check and 2 references).
- Sometimes supporting teachers with communicating to other parents.
- Keeping an up to date class list. It is very important that parents will be asked before their children's names are added to the list.

If you are interested in becoming a parent representative for your class then please return the slip below by **Tuesday 19th September 2017**.

Regards,

Mr Gwyn Pritchard

Acting Headteacher

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I would like to be a parent representative. My child is _____ in _____ class.

Name: _____ Date: _____

Parent Representatives Meeting Schedule

9th October 2017

1st December 2017

25th January 2018

23rd February 2018

28th March 2018

20th April 2018

25th May 2018

28th June 2018

All meetings will be held in the staff from at 9am.