

The Role of the Parent Representative at Montbelle Primary School



At Montbelle we work closely in partnership with our parents and recognise the value of the support our parents give to the school. Good communication between parents and the school is an area we consistently seek to improve to ensure that parents are kept informed about our school community.

What is the role of the Parent Representative?

The role of the Parent Representative is to be a liaison between families, the class and the class teacher. This may be through face to face discussions with the class teacher or through email contact.

If I take up the role, what would my responsibilities be?

You will keep yourself updated using the Newsletter, emails, the school Web Site and through discussion with the Class Teacher. With support from the school, you will make yourself familiar with the school's aims values and policies, and have an awareness of how the school keeps children safe.

You will liaise with other parents in your class to do the following:

- Remind them about school trips, school events and general communications,
- Actively involve yourself in school events and generate support from other parents for PTA events, etc.
- Let parents know about school procedures to resolve any issues arising,
- Welcome new parents to the class, giving advice and information about the school,
- Bring school improvement ideas to a monthly Parent Forum and communicate the information shared at these meetings back to other parents.

What won't I be expected to do?

Your role is one of positive communication and supporting school improvement. You will not be expected to support possible parental complaints (which you will direct through the school's agreed procedures) nor will you be involved in raising complaints at the Parent Forum. Whilst we welcome additional adult support in the classroom (which you can communicate to parents) there will be no expectation that you provide such support on a regular basis.

What will happen when I attend the Parent Forum?

The Parent Forum will involve all Parent Representatives, a member of the school's Senior Leadership Team (i.e. Headteacher, Deputy Headteacher, Assistant Headteacher or Phase Leader) and a member of the Governing Body.

The Forum will meet once a month, during the school day, and will provide an opportunity to share information about school events, priorities and the wider school community. There will also be time for you to communicate ideas for school improvement, which other parents have shared with you.

How can I apply for the role?

Please let the office know if you would like to apply for the role. This can be done in person, or by email (admin@montbelle.org.uk). If you have any further questions, please speak to Rachel Waite or Elspeth Geden.

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