

TERMS OF REFERENCE- February 2026

Emmbrook Junior School Parents' Forum

The Parent Forum is a group of parent/carer representatives, independent from The Circle Trust, the Round Table and the PTA.

It is made up of at least two representatives per year group, ideally one from each class, plus the Head Teacher or a member of the Senior Leadership Team (SLT).

Purpose

- **Promote** strong, open and effective communication between home and school.
Ensure families are connected and well-informed.
- **Discuss** positive and constructive parental feedback.
Give the parents a voice on whole school or year group issues including those of interest to the school e.g. Focus Topics.
- **Enhance** the School's public profile and contribute to a positive image.
Help the School to celebrate what is working and to strive for continuous improvement.

Procedures

- Meetings to take place half termly with dates set in advance and shared via School email and website as well as year group social media. Meetings will include Open Forum meetings (typically held to coincide with termly Exhibition mornings and may include a Focus Topic discussion) as well as Parent Representatives only Forum meetings.
- School will email all parents/carers at least 2 weeks in advance of a meeting to encourage feedback and representatives will encourage parents/ carers to email the Parent Forum email address.
- The Parent Forum Chair will review the emails, ensure all items are suitable, set the agenda and circulate it to the Head Teacher at least 1 week in advance of a meeting to allow time for the Head Teacher to prepare appropriate responses.
- In the event that an email is received that is unsuitable e.g. it raises an issue about a specific child or parent, a member of staff or an individual class, or is offensive, the Chair will email the parent/carer and advise them that the matter will not be discussed in Parent Forum and to contact the school directly to discuss it with the appropriate member of school staff.
- Parent Forum representatives will liaise with Emmbrook Infant School via their Parent Forum or SLT to provide updates on issues that affect both schools.
- The quorum will be five, to include the Head Teacher or other SLT member.

- Confidentiality will be respected at all times. Any issues raised will be anonymous.
- The Terms of Reference will be reviewed annually by the Parent Forum in the first meeting of each academic year, or as required.