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**‘From Small Acorns to Mighty Oaks’**

**Role of the**

**Parent Voice Representatives**

Responsibilities of Parent Voice Representatives

The school ask for a representative to support the school, The Friends of Oakfield and to develop links within the class, year group and school community.

Supporting the School

**They help the school by being a sounding board when new initiatives are introduced into school or old policies and procedures are reviewed.** Minutes from these meetings are then circulated by the Parent Voice Reps to the rest of the parents in their classes or made available on the website.

Supporting the Friends of Oakfield and the Class, Year Group, School Community

Parents are invited to give their details to be included on a class contact list. The Parent Voice Rep should compile this list and circulate to the class. If new children join the class, the Parent Voice Rep should contact parents to ask if they would like to be included on the list.

* Reps may be asked to forward emails on behalf of the Friends concerning forthcoming events and fundraising ideas. (For example, encouraging attendance at events and support for Friends donations, mufti days as well as reminding parents of deadlines for ticket requests and forthcoming school events)
* Reps may be asked to ask parents to help with Friends events
* Reps may be asked to encourage other parents to help and support on class and school outings
* **Reps may be asked to encourage other parents to help and support the teacher with class, year group or school or activities/events.**
* Reps may be asked to support the school with communication should the schools communication system be out of use (For example school closures)
* Reps may also choose to arrange social events for parents in their class.

Areas which are not the remit of the Parent Voice Representatives

* School Questions/Complaints - Reps should advise parents/carers to contact the school office or the class teacher first, if the matter is not resolved parents/carers should then be encouraged to contact the Year Group Leader and then the Assistant Headteachers and finally the Headteacher
* Friends Questions/Complaints – Reps should advise parents/carers with any comments, feedback or complaints about Friends business to contact the Friends Chair via email or via the school office.
* Safeguarding Concerns- Reps should advise parents/carers with any concerns about pupils to contact the school’s DSLs (Designated Safeguarding Lead:Mrs Willemse or the Deputy Designated Safeguarding Leads: Mr Myers and Mrs Buckler). Information about the DSLs is displayed in the entrance to the school.

Communication

* It is important for the Parent Voice Rep to keep communication by email with the class to a sensible level in order that people do not feel bombarded and keep motivated to be involved. It should always be positive and encouraging and limited to Friends business, whole class social events and appropriate school information (as given above).
* Whole class emails should not be used by the Parent Voice Rep, or other parents, to promote business or personal views.
* To avoid confusion, before sending any communication it should be checked by a member of the Senior Leadership Team (The Head/Assistant Heads) who can be contacted via the School Office or by email

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| **ACTIVITY** | **ROLE OF CLASS REP** | **NOT ROLE OF CLASS REP** |
| **Contribute ideas on behalf of parents when new initiatives are introduced into school or old policies and procedures are reviewed** |  **✓** |  |
| Collate/maintain class list and circulate to parents/ carers |  |  |
| Forward emails from Friends to class as soon as practicable |  |  |
| Encourage attendance at Friends events, support for donation mufti days, reminders for ticket deadlines |  |  |
| Encourage helpers for Friends events  |  |  |
| Encourage helpers for school or class outings /activities |  |  |
| Deal with parents’ complaint/issues relating to school business |  |  |
| Deal with parents’ complaints/queries re Friends business |  |  |
| Circulate emails from parents re lost property |  |  |