

**Headteacher**

John Galvin

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13 December 2017

Dear Parents/Carers,

In the past, I have held forums with parents and sent out questionnaires to seek opinions and discuss certain aspects of school life. We would like to develop this further, so from January we would like to organise a Focus Group each month, which will focus on an aspect of school life in an informal environment. We will send out invitations to two parents, per class, to join me and a governor to further develop our school. These sessions will be meaningful, as we want to engage parents in a two way discussion based on mutual trust, respect and a commitment to improve learning outcomes. Our overall purpose for these meetings will be:

- To promote communication between the school and parents.
- To provide an opportunity for parents to share their views.
- To enable the school leadership team and governors to consult parents with regards to decision making, where appropriate.
- The Focus Group will work to provide feedback on provision, offer a parents' perspective on current policy and practice, and input into decision making and planning for future provision.
- The Focus Group aims to represent the views of all parents, carers and guardians.
- The Focus Group is **not** in place to address concerns about an individual child. Parents who need to discuss these issues should approach their class teacher or the headteacher, as appropriate.

We will meet in the Herbert Shiner server. There will be equipment for younger siblings to play with along with refreshments and biscuits. Each session will last no longer than one hour and there will be guidelines to ensure we focus on the school.

Therefore, I would like to gauge which day and time of the day would be best for a majority of parents and would appreciate it if you could complete the very short survey (two questions) at <https://www.surveymonkey.co.uk/r/WGGSVQY>. Thank you.

Yours sincerely,

John Galvin  
Headteacher

Claire Abbot  
Parent Governor