



SHIRE OAK ACADEMY

TURNING POTENTIAL INTO EXCELLENCE



March 2023

Dear Parent/Carer,

We will be holding our first Year 7 Parent Forum on Tuesday 21st March 5:30pm – 6:30pm. The forum is an opportunity for you as a parent to engage with me and some of our senior team as well as share your views on identified issues.

Our Agenda for this forum meeting as:

1. Welcome
2. Table exercise – what is going well, what needs to improve (10 minutes)
3. Headteacher overview – working together to turn potential into excellence (15 minutes)
4. Review of Year 6 to 7 transition (25 minutes)
5. Future focus for Forum meetings (5 minutes)

The Terms of Reference for this group are:

Aims of the forum

- To learn about the Academy community and parental perspectives
- Raise awareness of the views of our parent community
- Consult on changes, such as projects, policy proposals and local issues in the Academy community
- Explore views on specific concerns or issues
- Triangulate Governor, parent and staff viewpoints
- Gain support for school projects or goals

Membership

- All parents and carers of students of our Academy are automatically members of the parent forum.

Code of conduct As a member of the parent forum I agree to:

- Show respect to all members of this forum, by listening to and respecting a diverse range of opinions
- Stick to agreed timescales for discussion of topics
- Maintain confidentiality by not mentioning the names of individual members of the community
- Avoid discussing individual circumstances or grievances. These issues will be directed via the Academy's complaints procedure instead

Frequency of the forum

- Forum meetings will be held once a term or whenever a pressing issue comes up
- Forum meetings will last an hour
- Forum meetings will be held at 5:30pm

If you would like to attend our forum meeting, and to help us with planning for the venue and refreshments, please complete the form [linked here](#). I look forward to meeting you on 21st March.

Yours sincerely

Annabel Stoddart

Headteacher



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