

## Code of Conduct for Parent Voice meetings

Parent Voice is an important way of communicating the vision for the school to parents/carers. It is also a forum for parents/carers to work in collaboration with school to achieve the best outcomes for students.

It should be noted that should a parent/carer have a concern with any aspect of the school, the first point of contact should be with relevant members of staff within the school itself.

- i. Parent Voice meetings will take place once a term. We will aim to set dates for the entire year by the end of September of that academic year. These meeting dates will be advertised on the school website and through texts to parents. We will aim to send reminders a few weeks in advance, but all dates will be subject to change and may be rescheduled.
- ii. There will always be a structure to the Parent Voice meetings. Before the minutes are reviewed and the agenda begun, the Chairperson will always remind those present of the structure of responsibility within the school. This is to ensure that parents/carers understand that there are already systems to address parent/carers concerns and they should explore these thoroughly when they have an issue they wish to resolve.
- iii. Minutes will be taken during each meeting. The minutes of the previous meeting will be approved at the start of the next meeting to take place.
- iv. Minutes and any presentations used in Parent Voice meetings will be made available on the school website.
- v. Parent Voice is not the forum for Issues involving individual students to be raised or discussed. These should be raised through the appropriate channels already present in the school structure, such as by contacting Tutors, Heads of Faculties or Heads of Years. If discussion of such cases begins to take place, the Chairperson reserves the right to refer the matter to the appropriate channels and move onwards through the agenda.