



Woodhouse Primary Academy
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Monday 2nd December 2024

RE: Parent and Community Forum at Woodhouse Primary Academy

Dear parents and carers,

Earlier in the term I wrote to you about the creation of a Parent and Community Forum to help inform the work we do at Woodhouse. I am now writing to you to invite you to our first Parent and Community Forum meeting, to take place here at Woodhouse, in the canteen, on **Tuesday 17th December at 2pm**. The meeting will last for approximately 1 hour, and we will be finished in good time to collect children at the end of the day. Future meetings will be at different times and on different days to try and enable parents to attend.

Parent Forum: Meeting Purpose:

Our aim is to introduce the Parent and Community Forum, outline its objectives, and discuss key topics on Parent Engagement and Communication. This forum will serve as a collaborative platform for parents, caregivers, and community members to share feedback, propose ideas, and contribute to enhancing the operation of Woodhouse and improving the experience for children.

Agenda:

Welcome and Introduction - Brief introduction to the purpose of the Parent and Community Forum.

Overview of Forum Structure and Goals - Explanation of how the forum will be structured and the goals of the forum.

Focus Topic 1 - Parent Engagement - Discussion on current parent engagement practices - parent evenings, curriculum events, workshops.

- *How effective do parents feel current parent engagement events (e.g., parent evenings, curriculum workshops) are in supporting their child's education?*
- *What types of curriculum workshops or events would parents find most beneficial?*
- *How frequently would parents like to see engagement events or informational sessions offered?*
- *How can we make it easier for parents to participate in school activities or events?*
- *What feedback do parents have on existing feedback mechanisms like surveys or Parent View?*

REA FWP

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Focus Topic 2 - Communication - Discussion on current communication channels - emails, newsletters, website, social media: Identifying any barriers to effective communication.

- *What are parents' preferred methods of communication from the school?*
- *Are there any communication challenges that parents currently face, such as missing updates or unclear information?*
- *What topics or issues would parents like more regular updates on from the school?*

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- *What are parents' preferred methods of communication from the school?*
- *Are there any communication challenges that parents currently face, such as missing updates or unclear information?*
- *Would parents be interested in a more frequent or structured school update (e.g., monthly newsletters, weekly emails)?*
- *How can we better gather and act on parent feedback regarding school communications?*
- *What topics or issues would parents like more regular updates on from the school?*

Open Forum / Q&A - Opportunity for parents and community members to ask questions, share additional thoughts, or suggest future agenda items for discussion.

Next Steps and Closing Remarks - Summary of action points from the meeting.

This first meeting hopes to establish a collaborative and open environment where thoughts of parents are heard and valued. I hope that there will be ideas shared for improving engagement and communication which we can act upon. The feedback from parents and our community will shape the forum's approach and focus for future meetings.

I hope that you can join me on Tuesday 17th December at 2pm. Thank you, as always, for your ongoing encouragement and support.

Yours sincerely,



Mr O Wilson
Head Teacher
Woodhouse Primary Academy

