

Guide to CFS Parent Forum

Who We Are

The Parent Forum is a group of committed parents and carers who have volunteered to represent the wider community of parents of children attending CFS. Our purpose is to ease communication between parents and School Management and to play an active role in shaping the future of the school, so as to support pupils in achieving their absolute best. We aim to work in partnership with the Senior Leadership Team (SLT) and Governors to help achieve and maintain high standards in a happy & healthy environment, whilst making sure that decisions are made in the best interest of the pupils. We actively encourage parents' views and looks to reflect them in any decision-making processes. The Forum is also keen to support and work with the Friends committee and other relevant parties involved in trying to further the endeavours and the ethos of CFS.

How We Work

Every year group at the school has two parent representatives (Reps) on The Forum. Reps are there to help deal with things that parents would like to raise with the school that have an impact on the wider school community (anything from a small group to the whole school). Items concerning specific incidents or pupils should be raised directly with the school but can be brought to the Forum if a parent has not been able to successfully resolve it on their own. Reps will also liaise on behalf of a parent if they would prefer to stay anonymous.

First point of contact & escalation chain for all parents with any school issue is as follows:

Primary Class Teacher - Key Stage Leader - Mrs Thompson - Mr Hanna - Mrs Clough
Secondary **Pastoral** - Form Tutor - Head of House - Mrs Williams - Mrs Clough
 Academic - Class Teacher/Form Tutor - Head of Department - Mrs Williams - Mrs Clough
Finance/Admin Office Staff - Mrs Grimwood

All Staff Contact Emails: <http://www.chichesterfreeschool.org.uk/wp-content/uploads/2018/02/CFS-staff-qualifications-23.pdf>

School Complaints Policy: <http://www.chichesterfreeschool.org.uk/wp-content/uploads/2018/03/CFS-staff-qualifications-23.pdf>

Contact Us

Email: Contact details for all Forum Reps are available on the school website under Information/Parent Forum.

School Events: The Forum aims to have Reps at all major school events, and we are happy to talk to any parents about anything they may wish to raise.

Facebook: There are various pages that have been set up by parents to help us discuss things informally. The main school ones are 'CFS Schoolgate' & 'CFS Primary Schoolgate'; these are both moderated by CFS Friends. There are also Facebook pages set up by parents for each individual school year group. If you are not aware of your year group name, post a message on CFS Schoolgate. All of these are closed groups and only open to parents/carers at CFS. You will need to ask to join the group and you will gain access once an Administrator has checked your eligibility.

PLEASE NOTE ALL SCHOOLGATE & YEAR GROUP PAGES ARE RUN BY PARENTS. THEY ARE NOT ENDORSED OR REGULATED BY THE SCHOOL. THE SCHOOL'S ONLY OFFICIAL FACEBOOK PAGE IS 'CHICHESTER FREE SCHOOL'.

Reps Responsibilities

When a person signs up to become a Rep, they are agreeing to check regularly for incoming emails (ideally, at least once a week) and to attend Parent Forum meetings. Any issues that are raised that should be logged by the Forum should be forwarded to the Chair. In the event of a Rep not being able to attend a meeting they should email their apologies to the Chair. Parent Reps who miss 3 consecutive meetings without explanation will be asked to step down from the Forum.

It is important that parent's views are given in a constructive manner in order to foster positive partnerships between parents and the school. The Forum will ensure confidentiality is maintained unless parents give authority otherwise.

The Forum does not have authority to take individual complaints to the school or investigate any complaint. The school has a Complaints Policy that should be referred to as above. All information discussed with the Forum is to be maintained as non-student, teacher or parent identifiable. Similarly all reporting will also be non-student, parent or teacher identifiable.

Appointment of Reps

Reps are appointed through a 'lottery' system and will remain in position for a period of two years. Parent Forum Chair & Vice-Chair will be elected by Reps and will remain in position for a period of two years. If, at the end of a Rep's tenure there are no new volunteers, the current year Rep may be invited to remain on The Forum. If there are 2 or more prospective candidates, the current year Rep should not be included in the random selection process.

In the event of there being no volunteer reps from a particular year, these spaces can be filled by 'Interim Reps' until somebody from that year group can be found. An 'Interim Rep' can be a parent from any other year form the same section of the school (i.e. Primary or Secondary); Primary Parent Reps cannot be 'Interim Reps' for secondary year groups & vice versa.

Parent Forum Chair & Vice-Chair Responsibilities:

- Chair meetings & produce reports for publication.
- Liaison with school regarding outstanding issues logged with The Forum & publication of reports.
- Organise attendance of Reps at School Events (e.g. Prospective Parent Evenings, Yr R & Yr 7 Welcome Evenings & Friends Events).

Meetings

The Forum meets regularly to discuss school matters, usually once every half term. The meeting is chaired and a report is subsequently produced to share items discussed with the wider school community. Reports are published on the school website and available for all to see as well as being put up on 'CFS Schoolgate'. Items raised with the Forum will not generally be discussed at Parent Forum Meetings but will be discussed between Reps and hopefully resolved with school on an ongoing basis. Meetings are used to discuss broader issues, enabling us to address any issues to help school to understand parents' perspective and vice versa.

In order for the Forum to meet there must be at least one Rep from primary and one from secondary in attendance as well as the School Principal or nominated SLT representative. Other people who may be invited to attend meetings by The Principal include: Head of Primary or Secondary, School Business Manager, School Governors, other Teaching Staff. A member of the Friends Committee & both Parent Governors should be invited by the Chair to attend all Forum meetings.

CFS PARENT FORUM IS ALWAYS LOOKING TO BE AN EVOLVING BODY & WE WELCOME NEW MEMBERS.

ANYBODY WHO MAY BE INTERESTED IN JOINING US SHOULD CONTACT: CHAIR@CHICHESTERFREESCHOOL.ORG.UK