

Parents Forum at AZBUKA Russian-English School and Nursery.

New members are always welcome.

Purpose

Regular, open communication and consultation is highly valued at AZBUKA. The parent forum aims to represent the views of all parents and to be a voice to inform our school of the needs of children and families. It facilitates communication between parents/carers and staff and trustees. The forum works to provide feedback on provision, offer a parent's perspective on current policy and practice and input into decision making and planning for future provision.

This takes place by:

- Regular communication with parents/carers
- The forum is not in place to address specific concerns about an individual child or issues relating to individual members of staff. Parents who need to discuss these issues should approach their class teacher or the Deputy/Head teacher.
- The forum is not a place to discuss school's curriculum. That could be done at the Open Parents Evening or individual teacher/parent meeting which take place twice a year. But sometimes Forums will include the Curriculum part. Parents will be informed about these arrangements in advance.

Main Aims

- To support and promote children's learning
- To help the school find out what parents and carers think about important issues
- To involve parents and carers actively in school decisions
- To make plans that support the ways the school wants to develop and improve outcomes for our children

Membership

- The parent forum's membership is made up of parents and carers of children attending AZBUKA Russian-English School & Nursery. We aim to have at least two representatives per year group. Members of the senior leadership team and a representative of the trustees also attend meetings

Meetings

Parent forum meetings are held twice a year. The agenda is prepared in advance (at least a week before) of the meeting and circulated by email. A typical agenda includes:

- Items identified by the trustees and leadership team for discussion
- Items identified by parents and carers for discussion

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Parents' questions need to be returned to the AZBUKA Leadership team and/or the Forum Chair few days before the meeting (deadline will be specified by AZBUKA team). Parents who have questions or propose more complicated discussion points should be present at the meeting.

Reporting

Minutes are taken and circulated by email or included/reflected in the next Azbuka Newsletter. Copies of minutes are available at the request