



YEAR GROUP REPRESENTATIVES

1. The Role
2. The Length and Process of Appointment
3. The Protocol for Year Group Representatives
4. Termly Meetings

Annex A - The Pre-Prep School

Annex B - The Prep School

1. The Role

Year Group Representatives serve a primary role in maintaining good communication between parents and the School, on behalf of a Year Group.

The purposes are:

- Serving as a conduit for parents in the Year group to channel widely held concerns and offer suggestions as to how we can continually improve our provision;
- To provide representative feedback as a focus group on proposed initiatives, and to enable the School to get a better understanding of parental perspectives on potential changes to school life;
- To be an informal channel of communication from the School

Key activities include:

- Communication with other parents and families in the year group to gather feedback from parents for the School and vice-versa, as necessary;
- Pre-Prep and Prep School: Attending termly meetings with the Head of School and/or other staff and sharing thoughts, opinions, ideas and responses;
- Meeting with the Head of School and/or other senior staff on an “as and when” basis to raise any matters proactively;

Other activities may include encouraging parents to support in-class and school activities (such as helping on school trips, supporting in-school events), researching parents’ expertise that they are willing to share (e.g. hobbies to support/run activity clubs to wider professional expertise that they are happy to share as part of our Careers and Futures programme), organising social events for the year and other similar activities that strengthen the bonds between home and school.



2. The Length and Process of Appointment

The School requests that there are two representatives for each Year Group.

In the second half of the summer term, the Heads of School ask the Year Group Representatives if they are happy to continue in their roles and to transfer to the next year group. If this is the case, and if the School is happy with this progression, then the appointments are confirmed.

When a vacancy arises, the School asks parents within the Year Group to express an interest if they are keen on taking on the role. The ideal process for selecting Representatives is for families within each Year Group to discuss and agree on the people to represent them. Wherever possible, the School prefers not to become involved in this process. However, if a nomination is not acceptable to the School, the School reserves the right to request another nomination.

There is no maximum length of appointment, nor is there a minimum.

3. The Protocol for Year Group Representatives

Discretion and judgement are required to understand the sensitivity and confidentiality of certain situations for the benefit of families and the School.

Effective communication skills are necessary. Whether face to face, on the phone, or WhatsApp, information needs to be shared and assimilated. Facebook, Instagram and Twitter are not regarded as appropriate channels of communication for Year Group Representatives' communication. These platforms are to be avoided for data protection and safeguarding purposes.

If any circumstances arise in which a Year Group Representative feels conflicted or uneasy as a result of their role, these should be discussed with the Head of School, as a matter of urgency.

Items brought to the School's attention should have an impact across the Year group. Any requests to raise an issue on behalf of a single child or family should result in the family being redirected to contact the Class Teacher / Tutor, Head of Year or School SMT members directly.

Any Health and Safety or Safeguarding concerns must be passed to the Head of School immediately.

4. Termly Meetings

The group will meet in the second half of each term with the Head of School. Meetings should last no longer than 90 minutes.

Prior to the meeting, Year Group Reps should gather items to be discussed from families in the year group. The newsletters in the weeks ahead will include this request.



Items to be discussed should be submitted to the PAs of the Heads of School at least three working days in advance of the meeting. These will be tabled in an agenda which will be shared with Year Group Reps 24 hours prior to the meeting.

The meeting will be chaired by the Head of School. Members of staff attending meetings who are also parents of pupils at the School will attend in their capacity as staff and not as parents. Draft minutes will be circulated within three working days of the meeting for approval by those who attended. Once approved, the minutes will be published to all families. Actions arising out of the meetings will be discussed at the subsequent meeting.

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Annex A - The Pre-Prep School

Pre-Prep Year Group reps also act as a central point of reference and communication for Class reps in order to ensure consistency of message across the Pre-Prep School.

Each form may have its own Class Rep who is simply a contact in every class to help the two Parent Reps for the year group. Class Reps can support Parent Reps by:

- Channelling suggestions and enquiries to the Parent Reps for meetings. Anything channelled to Parent Reps should reflect viewpoints shared by a reasonable proportion of parents. In the case of child-specific questions, Class Reps should advise parents to speak directly to their son or daughter's class teacher or Head of Year.
- Helping with school events such as the Winter Wonderland party or National Day in liaison with the parent Reps. This may involve helping to organise the activities, coordinating food to be brought in from the class or compiling a rota of class parents to help on the day.
- Drawing up a list of contact details for all the parents in the class that wish to be contacted, circulating this to the families, and keeping it up to date. This is helpful for arranging playdates and birthday party invitations as well as running parent WhatsApp and Facebook groups. Class Reps should be familiar with the School's
- Social Media Policy and ensure class groups adhere to its guidelines
- Acting as an extra line of communication between the teacher and parents, for example by passing on messages about school trips and events
- As far as possible, help retain a positive and constructive atmosphere, including on WhatsApp and Facebook groups

Please note that whilst all parents will have your email addresses, you will not have access to theirs – all year group correspondence will still go out through the school. This is to protect the privacy of those who require it.



Annex B - The Prep School

In addition to the termly meeting with the Head of School, Prep School Year Group reps meet with their Head of Year in the first half of each term.

Meetings should last no longer than 90 minutes. Prior to the meeting, Reps should gather items to be discussed from families in the year group.

Items to be discussed should be submitted to the Head of Year at least two working days in advance of the meeting. This enables the Head of Year to complete any necessary preparation before the meeting.

Draft minutes will be circulated within five working days of the meeting for approval by those who attended. Once approved, the minutes will be published to all families in the Year group. Actions arising out of the meetings will be discussed at the subsequent meeting.