



## Sample letter telling parents about the Parent Forum and Parent Council

Dear (name of parent,)

I am writing to tell you about some of the ways you can get involved in the school and your children's education.

We are keen to work with you to help us give your child the best education we can provide. We value and welcome parents' involvement in the school. As a parent of a child in attendance at the school, you are automatically part of what is called the Parent Forum for the school. As a member of the Parent Forum:

- You can ask the school for advice and information on your child's education and how you can support this
- You will have the opportunity to come along to meetings and to feed in your ideas in other ways
- You can also help choose the Parent Council for your child's school – this is a group of parents who represent the views of all parents in the school.

There are lots of different ways of getting involved in education and in your child's learning. Just enjoying being in the school, is important. What you do matters, and can make a real difference to your child's education and achievement. You can find more information about the school and its policies for parental involvement in our school handbook, by talking to a member of staff, on the school website or by asking a member of the Parent Council (add your own information).

You can also get information about how to support your child's learning and education from the same contacts mentioned above as well as the local authority [education authority to insert contact details]; the Parentzone website [[www.parentzonescotland.gov.uk](http://www.parentzonescotland.gov.uk)] and from the Making the Difference leaflets available from the school or on Parentzone.

If you have any questions, please get in touch with [contact].

We are looking forward to you being a member of our Parent Forum and to getting to know you over the years to come.

Yours sincerely,

**Headteacher of school and/or Chair of Parent Council**