

Parents Rep

Why become a Parent Rep?

There are many good reasons to get involved as your child's class Parent Representative. The main one is to help your child's school, to help your children and to give input into what happens at West Lodge Primary School in order to make it the best it can be. Being a Parent Rep allows you to get to know other parents and carers within the school, from your own child's class and others. Parent Reps really do make a difference!



Parent Reps and Role Description

The exact duties of Parent Reps will vary from time to time, this is merely a guide:

To be a point of contact for new parents/carers and welcome them to the class and year group.

To enlist any help needed to support with school events such as the Summer Fair and Christmas Fair.

To attend half-termly parents' forum sessions and help provide the parents' voice on key issues affecting life at West Lodge.

This may involve working with the PTA, helping on a stall, and/or compiling a rota of class parents that are able to help on the day.

To support in ensuring appropriate behaviour on Social Media. Please remind parents and carers of the correct steps to take if there are concerns or complaints.

Acting as an extra line of communication between the Teacher and Parents/Carers. For example, by passing on messages about school trips and events via social platforms/communicating face to face.

Where possible, attending other school events such as sports day and concerts to help serve refreshments and other similar tasks.



West Lodge Primary School Parent Representatives

Contact Details:

Telephone: 020 8866 9836

Email: office@westlodge.harrow.sch.uk

What is the role of the Parent Rep?

Parent Reps are the spokesperson for their year group - if there is something parents would like to raise within the year group which is school related, it is the Parent Rep's role to inform the parent(s)/carer(s) to follow the correct route – to talk to the person who can do something about it. The first port of call is to direct the parent/carers to talk to the class teacher. If, after that, the situation has not been resolved, the matter needs to be discussed with the Year Leader. Most queries will be dealt with at this level, however if needed the query can be escalated to the Phase Leader or Assistant Headteacher linked to the year group and if need be, the Headteacher.

Another important role of the Parent Rep group is a consultative one where we may ask for parent views when updating new policies or initiatives via half-termly parents' forum sessions e.g. home learning, family/school partnership, lunchtimes, RSHE etc



Social Networking

As you will be responsible for ensuring that there are class WhatsApp groups, there are a few points to be aware of:

- Avoid naming staff or volunteers
- Avoid naming specific children
- Refrain from using derogatory or offensive language about staff, parents or children or the school in general
- Do not post inappropriate images within the group.

We are all working hard in the best interests of our children – staff put in a huge number of hours to achieve this. As Parent Reps, we ask for your support in ensuring that the WhatsApp platform continues to be used in a “solution focused” way and to communicate key information with parents/carers.

If it becomes apparent that this platform is being used to make inappropriate comments about staff, children or the processes the school make, we ask that you tell the parent to contact the school directly and in the appropriate manner.



Tasks can be shared between two people and also delegated to other parents. The role can be rotated every year – ideally in September.

We are very grateful to anyone who offers to be a Parent Rep and do not intend for Reps to feel over-stretched, so please adapt the role to suit your circumstances.

The Parent Rep helps to build a feeling of community between the parents in their year group but should not act as liaison between other parents and the school. If approached by a parent with an individual query or complaint, please ask the parent to contact the school directly.

