



Wallace Hall 2-18 Parent Council
Information Booklet

2024/25

What is a Parent Council?

The Parent Council is the committee appointed by the Parent Forum to run matters on its behalf. A Parent Council is not run by the school or the local authority but by the parents/carers in the school. The local authority should support a Parent Council both financially and with advice/support. Parent Councils are statutory bodies i.e., their roles and responsibilities are set out in legislation. Parent Councils help parents/carers to become more actively involved in their children's learning.

What is the Parent Forum?

The 2006 Parent Involvement Act states that every school in Scotland has a Parent Forum, which consists of all the parents/carers who have a child at the school. They are automatically members, therefore, every parent/carer within our school is a member of our Parent Forum.

The Role of the Parent Council

The main aim of a Parent Council is to try to represent the views of all parents/carers at the school, to help the school community to be successful and to support learning and school improvement.

The activities of a Parent Council are not specified in legislation. Parent Councils are designed to be flexible to ensure they can effectively represent their own school community and interests. It is for parents/carers to decide what is most important for their Parent Council to work on. However, it does have some rights (for example, involvement in recruiting senior staff).

What is a Parent Council involved in?

- Providing a voice for parents/carers in schools and in their local authority on issues that are important to them and their children.
- Helping the school understand how to involve parents/carers most effectively in their children's learning.
- Supporting the school and Head Teacher in developing strong home/school partnerships.
- Supporting the school in its development and improvement, and in understanding and making links with the wider community.
- Supporting the work of the school.
- Helping parents/carers to support their child's learning.

- Gathering and representing parents/carers views to the Head Teacher, Local Authority and Education Department.
- Promoting contact between school, parents/carers, pupils, and local community.
- Fundraising and organising social events.
- Reporting to the Parent Forum.
- Organising and running extracurricular clubs and activities.
- Being involved in the school inspection process.
- Being involved in the development/review of school policies, for example, Anti-Bullying Policies, School Travel Plan, Homework/Home Learning, Health and Safety
- The appointment of Head Boy/ Head Girl and their Deputes.
- The appointment of senior staff, for example, the recruitment of a new Headteacher and Deputy Head Teachers.
- School Inspections
- The development of the School Improvement Plan and Standards & Quality Reports.

Parent Councils provide an opportunity for parents/carers to support their school in getting the best education for all their pupils, in a safe and caring environment.

Aims and Objectives of Wallace Hall 2-18 Parent Council

Our Parent Council was established to encourage a closer link between the school and its parents and carers, and to give parents/carers a greater say in the running of our school. The aims and objectives of our Parent Council are:

- to work in partnership with the school to create a welcoming organisation which is inclusive for all.
- to promote equality and fairness.
- to promote close co-operation and partnership amongst the school staff, its pupils, and its parents.
- to develop and engage in activities which support and advance the education provided by the school and other matters affecting the education and wellbeing of the pupils. (It should be noted that the Parent Council does not deal with individual specific parental matters; these should be addressed to the Head Teacher directly).
- to inform and engage parents and carers.
- to organise social and fundraising activities to support the school in its educational and extra-curricular work.

How we achieve this

Meetings:

All members of the Parent Forum are welcome to attend and be involved in our meetings. Our Parent Council normally meets twice a term, with a minimum of six meetings per year. Our Annual General Meeting (A.G.M) is held once a year in October.

Dates of meetings can be found on the school website under the sub-heading Parent Council, on our notice board in the school and in the Head Teacher's termly newsletter. Two weeks prior to meetings, dates are advertised on the school social media platforms: Facebook and twitter, as well as the school website.

Any parent/carer wishing to register their attendance at one of our meetings, should contact us via email at wallacehallparentcouncil@gmail.com.

Agenda and Minutes:

Agendas for meetings go out two weeks prior to our meetings and can be found on the school website, on our notice board in the school canteen, and on the school social media platforms: twitter and Facebook.

Copies of all our meeting minutes are available to all parents/carers with children at the school, and to all staff within the school. Minutes of meetings can be found on the school website under the sub-heading 'Parent Council.'

Emailing List:

Any parent/carer who is not on the Parent Council but would like to receive Parent Council Meeting Minutes and Agendas, and up-to-date information on what is going on, can add their name to our emailing list. Anyone wishing to add their name and email address to this list should contact us via email at wallacehallparentcouncil@gmail.com.

Note: Under our Data Protection Policy, parents/carers will be asked to complete and sign our Data Protection Policy, to allow us to use their contact details before adding their name to our emailing list.

Communication with Parents/Carers:

The Parent Council communicates with parents/carers through many forms; letters, leaflets, flyers, notices of meetings and fundraising events. These are either posted on the school website under the sub-heading 'Parent Council' or on school social media platforms: Facebook and twitter. We also, through the school, use email group call to communicate with parents when required.

The Parent Council seeks views from parents/carers when required throughout the year via surveys, wee blethers, feedback on policies, changes to the Parent Council, questionnaires, focus groups and through feedback at Parents evenings.

Parent Council Stand at Parents Evenings:

Normally, a member of the Parent Council will attend Parents Evenings held within the school to speak to parents/carers, to obtain their views on certain topics, to keep them informed of what is going on within the school and the Parent Council.

Pupil Involvement:

During the year, the Head Boy and Head Girl attend our meetings to represent the views of the Pupil Voice groups throughout the whole school. Pupil representatives can also be involved in our sub-committees and fundraising events.

Consultation with Head Teacher:

The Parent Council Chairperson regularly consults with the Head Teacher through the year, meeting with him at least twice a term, and communicating via email at other times.

The Head Teacher has a right and duty to attend all Parent Council meetings as an advisor and provides a Head Teacher's report on what is happening within the school.

Staff Involvement:

During the year, staff attend our meetings to give presentations on the work they are doing in various topics of interest and new policies. We also have staff representatives on our Parent Council, including the Head Teacher, Deputy Head Teacher from both Primary and Academy, and the ELC Manager.

Involving the Wider Community:

The Parent Council can involve Local authority representatives, Councillors, Police and Community Council, in the work of the Parent Council; seeking advice and support and inviting them along to our meetings when required.

Constitution

It is good practice for a Parent Council to have a constitution as it gives a framework to the group and contains a description of the Parent Council and how they carry out their aims and objectives. A copy of our constitution can either be found on the school website, under the subheading 'Parent Council,' or by request via email.

Connect Membership and Insurance

All Parent Councils in Scotland have membership to Connect which is the trading name of Scottish Parent Teacher Council. Membership includes Employers' Liability Insurance, Public Liability Insurance, and access to free training/information sessions and events, and up-to-date information and resources for Parent Councils, parent/carers, and staff. For more information visit www.connect.scot.

Raising Concerns, Issues and Making Complaints

The Parent Council will happily deal with any concerns, issues, or complaints that parents/carers have in relation to general school matters, for example, heating, curriculum, health and safety, school transport, etc.

The Parent Council will not discuss issues about individual pupils, families, teachers or other school staff under any circumstances. In this instance Parents/carers should always consult directly with the Head Teacher.

If any parent/carer has a matter that they wish to raise with the Parent Council, or they would like to be discussed at a Parent Council meeting, they should contact the

Chairperson via our email address.

Data Protection and Protecting your Person Data

Our Parent Council is committed to protecting your personal data, whether you are a member of the Parent Council or the wider Parent forum. We have a Privacy Policy and Data Protection Policy in place to ensure your personal data is never shared with third parties and is dealt with in line with General Data Protection Regulation (GDPR) 2018.

We collect/process your personal data under the legal basis of consent and as such before we hold and use any contact information for individuals, you will be asked to sign a Data Protection Policy form. These Policies are reviewed by the Parent Council every three years, to ensure they are kept up-to-to-date with the latest regulations. Any parent/carer wishing to read these policies can do so either via the school website under the subheading 'Parent Council', or by requesting a copy via email.

How to become a Member of the Parent Council

New members are welcomed and encouraged. As a member you can get involved as much or as little as you wish. While attending every meeting is encouraged, it is not compulsory, if for any reason you cannot attend you simply send in your apologies in advance of meetings.

If you are interested in becoming a member, please contact the Chairperson at wallacehallparentcouncil@gmail.com

Current Parent Council Members and Office Bearers

Laura Keenan – Chairperson
Calvin Ruysen - Vice Chair
Jane Valentine – Treasurer
Alice Stilgoe - Secretary

Jillian Maxwell
Maria Navarro de Sepúlveda
Claire Ingram
Mark Ingram
Emily McClennan
Leah Belford
Sammy Austin
Alicia Hood

Staff Representatives:

Barry Graham (Head Teacher)
Euan Mack or John Blair (Deputy Head Teachers - Academy)
Janis Gray or Sarah McDiarmid (Deputy Head Teachers - Primary)
Judi Park (ELC)
Lynn Smith (Learning and Teaching)

How to Contact us

Any parent/carer wishing to contact us can do so via our email address
wallacehallparentcouncil@gmail.com

Further information can be found in the school handbook, on the school website or by contacting our chairperson at wallacehallparentcouncil@gmail.com.

Sub-Committees

The Parent Council presently has four Sub-Committees each consisting of parents, staff representatives and Parent Council members.

Primary Fundraising and Events:

The purpose of this sub-committee is to raise funds for the Primary School. Our aim is that all money raised goes straight back into the classrooms for the pupils, helping to enhance their education.

We meet as and when required and work with pupils, parents/carers, and staff to come up with ideas for events and try to provide items needed for the Primary where possible.

We like to provide all primary students with gifts at Christmas and fund Christmas parties. We contribute to end of school year events and sports day and also provide the P7 moving onto S1 with Academy ties.

Throughout the year teachers can request items from funds, for example, new curriculum reading books, classroom materials. We like to give each class a small fund in Term 2 so they can purchase items for topic work that can be used every year.

The sub-committee consists of a small group who run the sub-committee, but also have many parents/carers who help us out with events throughout the year, for example, the Halloween Disco, Christmas Market, family barbeque, etc.

Projects:

This sub-committee was established in 2024. The purpose of the sub-committee is to identify, scope and realise projects that are of importance to the WHA community. Projects will achieve learning and development opportunities for pupils, support staff, and strengthen ties to the community.

Projects are informed by the desires and hopes of pupils and staff. Projects can be large or small in scope. They may be one off projects or enduring and require long term and regular support. Example projects that have been identified include: a cabin to assist with teaching at the ELC, more books for the library and the support of a librarian, a bike and scooter shed, money to tune and re-string instruments.

The sub-committee will work with pupils, staff and parents to prioritise the projects and will seek volunteers to lead and deliver each project. Projects might be achieved by securing funding or material support, or from volunteering.

The sub-committee will work closely with other sub-committees to coordinate activities, and will seek to promote the projects and progress on them through the school's website and social media.

Learning and Teaching:

The main purpose of this sub-committee is to look at all areas relating to learning and teaching within the whole school, from the ELC through to the Academy.

The sub-committee meets as required. Learning developments across all areas of the Curriculum for Excellence are shared with the Parent Council on a regular basis to keep members informed of educational schemes and practices.

We work with pupils, parents/carers, and staff to share educational developments and communicate directly how these will impact specifically on young peoples' learning here at Wallace Hall.

We always welcome new information about any area of education that members of the Parent Council, staff or other stakeholders think would be worth exploring or developing in the field of education.

School Travel Plan/Road Safety:

This sub-committee was set up to produce a live working document on behalf of our School (School Travel Plan). This document is now complete and can be viewed on the Wallace Hall website. Going forward the travel plan will be reviewed on a yearly basis.

The purpose of our School Travel Plan is to identify and address problems associated with the school journey and to encourage safer, healthier and more active travel choices for our journeys to and from school. The key focus being on encouraging walking, cycling or scooting. Pupils, parents and carers were consulted in the preparation of the School Travel Plan to assess their travel characteristics and opinions in relation to their children's journeys.

We liaise with the local council, community council and the education authorities to address specific traffic issues to encourage and enable our pupils and families to walk and cycle safely to school.

Any member of the Parent Forum or staff member can be involved in any of our sub-committees. You **do not** need to be a member of the Parent Council to be on a Sub-Committee. You can be involved in any way you wish and give as much or as little time as you are able.

Anyone wishing to get involved should contact us via our email address, who will pass your name onto the appropriate Sub-Committee Leader.