



St Mary's Catholic Primary School

Headteacher: Mrs Helen Armstrong

Diocese of Plymouth

Dear Parents/Carers,

PARENT COUNCIL MEETING #2.

Date of next meeting: Thursday 10th December 2015.

The next meeting of the school's "Parent Council" will be held on Thursday 10th December 2015.

This will be a forum for parents who wish to have a say about specific school issues to do so.

The meeting will be chaired by a member of the Senior Leadership Team and will follow the format of a standard meeting in terms of following a formal agenda and producing minutes.

The meeting will start promptly at 3:45 and will end promptly at 4:45 on Thursday 10th December 2015.

In order for the best use to be made of the hour, it is essential that items for discussion are added to the agenda in good time; items not submitted in advance will not be considered for discussion.

To submit items for the agenda, please either email the school office with the subject line "Parent Council Agenda Item" (and your name) or use the same format to label an envelope which should again go to the office.

The deadline for submission of agenda points will be 3:30 on Tuesday 8th December 2015. Any item not submitted in this way will not be considered for discussion.

As this is a brand new initiative, please bear with us as we try to establish a routine which helps parents and school work effectively together for the children in the school.

Thank you for your ongoing support,

Mr. R. Howard

Acting Assistant Head.



Creativity – Love – Respect – Spirituality

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