

September 30<sup>th</sup> 2010

Dear Parent / Guardian

We welcome you to join our Parents' Forum at Hetton School which was established in 2007. The purpose of the forum is to improve the exchange of information between school and parents and to give you a chance to share ideas which may affect the progress of your children.

The group will meet twice a year from 5.00 p.m. to 6.00p.m in the School Library. The first meeting will take place on Tuesday 19<sup>th</sup> October 2010. An agenda will be made available prior to each meeting to inform you of the topics which will be discussed and this will be posted on the school's website, along with minutes of each meeting.

At each meeting there will always be a member of the Leadership Team to respond to any issues immediately if possible, however some issues may need further discussion. The meetings will be minuted and all points referred to the Leadership Team for discussion, the outcome of which will be communicated back to the Forum.

If you are interested in joining the Forum, please complete the slip below and return it to me at the school. Alternatively, please phone the school and leave a message, or contact the school via the e-mail address below.

Yours sincerely

Mrs J McKeown  
Parents Forum Co-ordinator & Humanities Faculty Leader  
hetton.school@schools.sunderland.gov.uk

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**Please return to Mrs J McKeown**

I would like to join the Parents' Forum.

Signed : ..... Print Name.....

Parent of: .....Tutor Group.....