



Riverside Primary School

Ferry Road, Hullbridge, Hockley, Essex, SS5 6ND

Headteacher: Mrs Claire Smith

Tel: 01702 230911

Email: admin@riversideprimary.co.uk **Website:** www.riversideprimary.co.uk

Monday 15th September 2025

Dear Parents and Carers,

Invitation to Join Our Parent Council for 2025-26

At Riverside Primary School, we are committed to strengthening the partnership between home and school. To support this, we are launching a **Parent Council**, providing a structured opportunity for parents to contribute their thoughts on key topics and engage in discussions with the senior leadership team.

We are inviting **one parent from each year group** to join the Parent Council as a representative. These representatives will attend **regular meetings during school hours** (at least once per term, likely once per half-term) with members of the senior leadership team. The meetings will focus on **predetermined topics**, which will be shared in advance, allowing representatives to gather views from other parents in their year group.

What Does Being a Parent Council Representative Involve?

- Attending regular meetings during school hours (at least one per term and possibly one per half term)
- Supporting the headteacher in setting the agenda for each meeting
- Sharing feedback from other parents in your year group.
- Discussing key topics related to the school's development and provision for pupils.
- Supporting the ongoing improvement of the school's offer for children.

Representatives will **serve for one academic year (September – July)** and will have the opportunity to put themselves forward for a following year if they wish to continue in the role. **Please note that we already have a representative from current Year 3.**

It is important to note that **the Parent Council is not a forum for complaints or individual concerns**. Instead, it is a positive opportunity for parents to engage in constructive discussions and help shape the school's ongoing development.

If you are interested in representing your year group, please complete the [attached google form](#) by **Friday 26th September 2025** with your name, your child's year group, and a brief explanation of why you would like to take part. If we receive multiple expressions of interest from the same year group, we will select a name randomly and also assign a deputy to attend the meeting in place of the main representative, if ever needed.

I look forward to working closely with our Parent Council representatives and appreciate your support in making Riverside Primary School the best it can be for all our children.

Best regards,

Mrs Claire Smith

Headteacher

