Attachment 1 – Exemplar Parent Council Vacancies Letter and Reply Slip



To all members of St Michael's Primary School Parent Forum

Dear Parent/Guardian

St Michael's Primary Parent Council Vacancies

A Parent Council for St Michael's Primary was established in accordance with the Scottish Schools (Parental Involvement) Act 2006. Its objectives are to:

- Promote a Catholic ethos within the school, whilst still welcoming pupils from multicultural society.
- To develop and engage in activities which support the education and welfare of the pupils.
- To identify and represent the views of parents/carers on the education provided by the school and other matters affecting the education and welfare of the pupils.
- To work in partnership with the school to create a welcoming school which is inclusive for all parents/carers of pupils attending St Michael's Primary School.
- To promote a working partnership between the school, its pupils and the parents/carers.

There are presently 4 vacancies on St Michael's Primary School Parent Council. I would advise you that as a member of the school's Parent Forum, you are entitled to put yourself forward for membership of the Parent Council.

If you are interested in becoming a member of the Parent Council, please complete and return the attached reply slip by no later than Monday 10th November 2025 at 3pm.

Please note that if the number of interested parents exceeds the number of places available then members will be decided by time of application, with those applying first being appointed to the positions and the remainder being placed on a waiting list in order of application.

If you require any further information, please do not hesitate to contact me.

Thank you for your co-operation in this matter.

Yours sincerely

Karen Greechan Head Teacher