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Parent group information pack

Part 1: introduction

- The value of parent support groups
- How parent support groups can help
- Emotional support
- Sharing information
- Types of support groups
- Parents' views

Part 2: starting a local parent support group

- Why start a group?
- Getting started
- Making contacts
- Getting to know each other
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- Holding your first meeting
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Part 3: maintaining members

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Part 4: developing your parent support group

- Setting up a committee
- Holding an effective committee meeting
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- Speaking up for children with special educational needs and their families
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Part 5: funding

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- The funding options
- Fundraising
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- Grants and funding
- Small grants

Part 6: promotion

- Posters
- Leaflets and newsletters
- Other publicity ideas
- A final word

Part 7: involvement in consultation

- Getting involved as an individual
- Getting involved as a parent representative
- The role of support groups
- Getting involved in Cambridgeshire

Part 8: useful contacts

- Parent Partnership Service
- Parent Group Information Pack
- Other organisations
- Useful publications
- Bibliography

Enclosures: guidance sheets and leaflets

- Guidance 1: agenda for your first meeting
- Guidance 2: holding a successful first meeting
- Guidance 3: making your group accessible
- Guidance 4: choosing a meeting place
- Guidance 5: sharing responsibilities
- Guidance 6: welcoming new members
- Guidance 7: fundraising
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- Guidance 9: writing a funding application
- Guidance 10: constitutions
- Guidance 11: producing newsletters and leaflets
- Guidance 12: speaking to the media
- Guidance 13: child protection
- Guidance 14: data protection

PPS models:

- Child Protection Policy
- Model budget
- Model poster
- Parent group members' questionnaire
- Two photograph permission forms

Other leaflets:

- AGM checklist (Resource Centre)
- Charity registration (Contact a Family)
- Child protection policy and procedures – help sheet
- Data protection (Voluntary Action Sheffield)
- Data protection good practice note (Information Commissioner's Office)
- Employing a paid worker (Contact a Family)
- Fathers' leaflet (Contact a Family)
- Parent group quiz (Contact a Family)
- Patrons and celebrity support (Contact a Family)
- PPS Start Up pack leaflet (Parent Partnership Service)
- Public speaking for parents (Contact a Family)
- Secretary's role (Resource Centre)
- Taking minutes (Resource Centre)
- The agenda (Resource Centre)
- The chair's job (Resource Centre)
- The role of trustees (Contact a Family)
- The treasurer's job (Resource Centre)
- Virtual communities (Contact a Family)
- Websites (Contact a Family)