Shacklewell Primary School
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Executive Headteacher: Ms Nicole Reid
Headteacher: Mr Matthew Trahair

Thursday 22nd October 2026

Dear Reception Families,

Re: Shacklewell Families Recruitment

I hope you and your children are settling well into life at Shacklewell.

Starting school is a big milestone, not only for children but for families too. As you begin your journey with us, we wanted to introduce you to **Shacklewell Families**, our Staff-Parent Association (PSA), and encourage some of our Reception parents and carers to consider becoming more involved over the coming year.

Shacklewell Families plays an important role in school life. The team organises events, brings families together and raises money that goes directly towards enriching the experiences of children across the school.

Our current co-chairs will have led Shacklewell Families for three years by the end of this academic cycle and are planning to hand over leadership from **September 2027**. We are therefore particularly keen to hear from Reception parents who may be interested in getting involved now, learning how the PSA works and potentially becoming part of the next team of co-chairs.

Taking an active role in Shacklewell Families can be a brilliant way to become part of the school community. It gives you the opportunity to:

- meet and build relationships with parents and carers across different year groups;
- learn from families whose children are further along in their time at Shacklewell and hear about their experiences of the school;
- develop a closer working relationship with the Headteacher and wider Senior Leadership Team;
- have a voice in helping to shape community events and fundraising priorities;
- contribute directly to raising money for activities, resources and experiences that your own children will benefit from during their years at Shacklewell; and
- help build a strong and welcoming parent community for future families.

You do not need previous PSA experience, fundraising experience or lots of spare time. The aim is to build a larger team so that responsibilities can be shared and no one person has to take everything on.

Getting involved during Reception also gives you plenty of time to learn from the existing team before any future handover takes place.

Importantly, becoming a co-chair would not mean being left to manage everything alone. Although the new team would take the lead from September 2027, the current co-chairs would

still be on hand to answer questions, offer guidance and help with events where needed. This is very much how Shacklewell Families has worked in the past, with previous co-chairs continuing to support those who took over from them and helping to make the transition as smooth as possible.

Over the past few years, the current team has also worked hard to put clear processes, systems and resources in place so that future volunteers and co-chairs can easily step in, understand how things work and pick up where the previous team left off. This was an area we felt needed strengthening, and a real priority has been making sure the knowledge and experience built up over the years is not lost when individual parents eventually move on.

The aim is for Shacklewell Families to have a lasting legacy within the school, with each group of parents building on what came before them rather than having to start again. We hope this will allow the PSA to continue growing and supporting the school community for many years to come.

If you are curious, would like to find out more, or think you may be interested in becoming involved with Shacklewell Families, we would be delighted to hear from you.

Please contact **shacklewellfamilies@gmail.com** or speak to Talipha or Leanne (Year 5 Parents) who lead the Shacklewell Families team.

We hope some of our newest families will consider helping to shape the next chapter of Shacklewell Families.

Warm regards,

Talipha Butt (Year 5 Parent & Co-Chair, Shacklewell Families)

Leanne Dmyterko (Reception and Year 5 Parent & Co-Chair, Shacklewell Families)

CC: Matt Trahair (Headteacher)