



Parent Forum Feedback

Last Meeting: Wednesday 11th January 2023

Apologies: Lisa Sandham - yr4, Andrea Ince - yr3, Kate Gibbons-yr1, Vasantha Singh-yr2, Susan Chiu-yr4, Jenny Stretch-yr4, Heather Da Luz Vieira-chair of governors

Present: Nichola Stewart - Staff, Amanda McCracken - Yr5, Gaby Hannibal - Y5, Mark Jaywardene-Aston - year 2, Helen Buckley - Office Manager.

Parent Forum Representatives Information:

Please visit the school's website to find information regarding the parent forum representatives. This can be located under the parent information tab.

Representatives can also be contacted via email at: parentforum@chapelfordvillageprimary.co.uk
Parents should include their child's year group and class in the title of any email to ensure it reaches the correct representative e.g. Year 4 Class 15.

Agenda items 11th January 2023

Actions from Last Meeting

Actions - Home Learning

- To revisit home learning expectations with teaching staff and ensure that home learning policy is followed consistently.
- To ensure that all passwords have been shared with pupils across all year groups.
- Year 1 teachers to review home learning during parent evening sessions and to prioritise reading learning where parents feel that the learning is too much for their child at this point.
- SLT to monitor homework and feedback and to review again with parents later in the year.
- Maths team to share overview of times tables system and how learning is supported both in school and at home. Multiplication evening for y3 and y4 parents and children 9.11.22

Actions- Snack

- School to share an opt in / out of snack permission form with parents. There is no option to select daily however if a parent asks that a child is not able to request snack in school, this can be managed through the payment system to avoid money being directed from lunch payments to snack
- School to share whole school survey to gain thoughts on school lunches to share with lunch providers
- School to discuss feedback with school lunch provider and invite to the next parent forum meeting where school lunches will be an agenda point

- School asked about capacity to provide toast for KS1. This is not something that the staff have capacity for at this time, however this will be reviewed at a later point.
- Once survey results are received, overview of lunch times and how time is managed etc will be shared with parents to give further clarity
- Snack to be reviewed again after lunch survey, feedback and any actions

Actions - After School Clubs:

- Parents affected by miscommunication re parents' evening were written to and offered an alternative time for the meeting - protocol reviewed in school. Next parents evening, the letter will go out several days in advance to minimise risk of parents not receiving the letter for whatever reason
- School shared that an admin error had resulted in only 8 days notice for the assembly where we aim to give at least 2 weeks' notice to parents. Time of assembly has been reviewed and the next year groups assembly will be held in the morning which will hopefully be supportive to parents
- In order to allow children the 10 week sessions, notice of clubs in the autumn term were not given with enough notice. Clubs will be shared at last one week prior to the booking date for future bookings.
- Parents will be politely asked to book only 1 club on the first day and then revisit the following day if there are still other clubs available. Unfortunately, the system does not allow for a restriction to be added.
- After the release of club bookings, parents will be invited to share which clubs they were unable to book so that we can best align the needs of the pupils to the club places.
- School shared that clubs are designed around pupil voice in school and interests shared and that they are changed to allow for as many opportunities as possible. Whilst we aim to accommodate as many pupils as possible, we are not always able to meet every need.

School have asked the gymnastic coach if an additional session may be available for spring term and are awaiting availability of this.

- Apology - in an effort to give parents more notice about after school clubs going live on Parentmail to buy, the letter went out with errors in it. This was rectified as quickly as possible and corrected information has now been shared. After School club places have been in very high demand, with some clubs selling out within minutes.
- Feedback from recent Parent Survey shared. The main issue for Parents that came out of the survey was overwhelmingly healthy snack. It was made clear that while school make recommendations about the types of food which constitute health snack, school staff are not able to police this in school and rely on parental involvement to a higher degree.

Action - Revised guidance around healthy snack will be produced and shared with parents later in the school year.

Parents were asked to offer feedback around the availability and variety of After School Clubs on offer

- A parent queried the discontinuation of netball club which had been very popular last term. NS explained that the provider in place had been reluctant to continue to run the club where weather was inclement, and that a new provider who is a better fit is actively being sought.
- Parents were happy with the number and variety of clubs on offer and were understanding of the constraints put on school offering further additional clubs due to lack of indoor space for clubs to take place.
- Parents commented that it is testament to the quality of clubs offered that they sell out so quickly.
- Parents were appreciative of the schools offer to keep children in school until the club finishing time, should a club have to be cancelled for some reason, and stated that a lot of schools do not do this.

Parents were asked to offer feedback about School Lunches and the children's school lunchtime experience.

- An overview of what a school lunchtime looks like was shared with parents. The children have 15 minutes to eat in the classroom after which they may finish their meal in the school hall. Children are not able to stay in the classroom after this 15 minutes as the Midday staff need to be outside on the playground supervising play activities, and cannot supervise children effectively if some are still inside the classroom.

Action - Lunchtime timetable to be shared in classroom windows

- School meal portion size was discussed. The kitchen staff will give the children as much or as little food as they want, and where portions are small this is in an effort not to over face the child.
- Menu - feedback from parents was very positive about quality and variety the school meal menu on offer.

Action - The School Cook Mrs Fitzgerald will attend the next parent forum meeting and is happy to provide photographs of typical meals served so that Parents can see what the

children get.

- A comprehensive overview of current timed-tabled lunchtime activities was shared with Parents, including details of different activities available each week and the playleader responsible. Adult playleaders have been introduced to make lunchtimes more structured, and more fun for the children while reducing behaviour issues.

Parents were asked to provide feedback on School Trips and Residential Visits offered. Should residential be offered every year from year 2 to year 6? Do you feel that there is a good balance of visitors to school and day trips - how could we make things even better?

- Feedback had been received in school with regards to the time of year that some residential have taken place. Unfortunately demand for residential bookings is high, and these have to be made a year in advance to secure a residential visit, this sometimes means that bookings are only available at certain times of year.
- School want to make residential accessible to everyone, and offer payment in instalments to help parents to spread the cost. Parents felt that this was very helpful. Parents were keen to continue the offer of yearly residential between year 2 and year 6, and valued the residential experience for the children very highly.

Parents were asked for feedback on the layout and structure of interim reports to parents at the end of the Autumn term.

- Example reports were shared with Parents. Parents felt that these were clear and easy to read in conjunction with the explanatory covering letter. More detailed individual reports will continue to be provided to parents at the end of the school year.

Action - add parent friendly explanation of 6 steps each year which show progression

Any other business

- Parents expressed concerns about other parents parking on the zig zag markings on Boston Boulevard which picking up and dropping off their children at the start and end of the school day - this obscures the view of oncoming traffic and makes crossing the road difficult and dangerous.

Action - School to contact the local PCSO - Debbie Potts and request monitoring visits to discourage parents from waiting on the zig zag markings.

- School Photography - concerns around quality, pricing and data security issues with current supplier. Late charges imposed on Year 6 parents for "late" photograph orders for Year 6 leavers photos taken earlier in the year.

Action : Alternative supplier to be researched, potentially a supplier used by other MAT schools.

- Is a D1 driving licence necessary when school use the MAT minibuses for tournaments? No as there is no hire agreement in places which would make this necessary.

Dates of future meeting - Agenda to be shared at least two weeks in advance
--

Minutes of the meeting shared by Mrs Stewart

(Many thanks to all of the parent forum representatives for the support and to Heather for her time and support to complete the minutes)