



## Parent Forum Feedback

Last Meeting: Wednesday 6<sup>th</sup> February 2019

### Apologies:

**Present:** Laura Tottie - Staff, Nicola Stewart - Staff, Heather Daluz Vieira - Governor, Lisa Sandham - EYFS, Gabby Hannibal - Yr 1, Julie Hallam - Yr 2, Louise Holden - Yr 3, Zennie Major - Yr 4, Jeanette Buller - Yr 5, Amanda McCracken - Yr 6, Nichola Long - Yr 6

Mrs Stewart was introduced to the group, she will be taking on the role of Acting Assistant Head alongside Mrs Whitty whilst Mrs Tottie is on maternity leave and they will be overseeing the Parents Forum during this time.

### 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](mailto: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.

### Review of Previous Actions:

Last Meeting: Wednesday 5<sup>th</sup> December 2018

**School** - ensure there is a sticker in the front of all home learning books to say what day it goes out and when it is due in. A general list ie maths goes home on a Thursday and is due on a Tuesday could go in each classroom window as a reminder.

- This has been done in some years but not others and will be followed up. **(Action - School)**

**School** - to write to parents regarding the CHAPTA format and organise another fundraising meeting over the Spring term.

**CHAPTA** - Mrs Stewart and Mrs Whitty will be taking this forward, this was mentioned in the newsletter and a letter will be sent to parents soon. Family friendly events including a 'Chocolate bingo' are coming up. **(Action - School)**

**Reps** - highlight to parents the need for more parent helpers at fundraising events and to help to explain the new structure of the fundraising team.

**Parent helpers at fundraising events** - there was good response for helper at the winter disco following the request at the last Parents Forum meeting and it is hoped that this will continue.

**School** - to share concerns regarding timescales with Academy photography and aim to ensure this is resolved in the future

**Academy photography** - Mrs Hewson wrote to Academy Photography explaining the issues and concerns about the delays in the processing of the school photos and it is hoped that this will not happen again although this is out of the control of the school.

**School** - share with maintenance staff concerns regarding aerosol found on the school site

This has been discussed with the maintenance staff and their routines and procedures have been reviewed.

**School** - write to parents regarding parking issues (especially at the front gates).

**Parking in front of the main school entrance** - this has been highlighted in the newsletter and a specific letter sent out to parents.

This problem is continuing and the school have now taken the decision to close the gates during school drop off and pick up to reduce congestion and risk at this time. Disabled access can be given via the school office.

**School** - write to parents asking them to avoid walking through the EY lines in the mornings.

**Response** - New arrangements for EYFS coming into school are now in place and positive feedback for this has been given.

**School** - talk to the construction company about the safety of their drivers and speeding concerns raised by parents.

**Construction traffic** - the school have spoken to the construction company regarding the safety of their vehicles whilst travelling near the school entrance and through Sainsbury's car park and they have agreed to avoid moving around whilst the children and entering and leaving school where possible and they are also going to come into school and give a talk to the children on safety issues during an assembly.

**School** - update the School Council website - completed with children's names. This will continue to be developed as the school council enhance their roles across the school.

**School** - put a reminder about calling the school office number when replying to calls made from the classroom phones - added to the school newsletters.

**School** - ask staff to promote drinking more water as appropriate.

**Water** - Staff have been asked to encourage the children to drink water more regularly during the school day.

**School** - continue to advertise Year 2 opening for a parent forum rep.

**Year 2 rep position** - the school has continued to promote the position to Year 2 parents and Julie has agreed to continue on the Parents Forum until it is filled.

## **Agenda Item:**

### **Communication**

**The school try to ensure that communication with parents is good and are always keen to hear feedback on what is in place.**

#### **A few points were discussed:**

- A parent asked if the £5 minimum charge for items paid for through Parentmail can be taken off as there are some trips and other things that cost less than this. This has been reduced now so no minimum is required.

- It was reported that all letters that are sent out electronically that have a reply slips also going out as paper copies.

- It was noted that the weekly newsletter is better and contains far more information. It was mentioned that the amount of information posted on Facebook has been reduced to avoid putting excessive pressure on teachers and admin staff. The Star of the Week and Star Learners are no longer posted as this was creating a significant administrative burden and there was also a stop on Facebook activity until all the new GDPR booklets from parents had been completed and processed. Facebook is being used to give a window into school life but it is aimed to do this without putting staff under undue pressure to ensure lots of photos of everyone are on the page.

- A parent asked about a letter that was sent out to EYFS parents regarding nits which suggested that parents had been previously informed about them. This was a letter that was sent to all EYFS and KS1 parents and it was agreed that a separate letter should have been sent to EYFS parents who had not received any previous notification.

- A parent asked whether it was possible to change the message that was automatically send out through Parentpay when funds are running low as it was felt that it came across in an aggressive manner. This is an automatic response and is aimed to alert parents to there being no funds in the account.

- A parent asked whether younger siblings were allowed to attend events such as the nativity plays as it was noticed by a number of parents that someone did bring a young baby with them. The school policy is that no younger siblings are allowed as this has often distracted the children from their performances in the past. On this occasion, someone did arrive with a young baby and they were allowed in to be compassionate and avoid unnecessary distress.

It was agreed that there has been a definite improvement in communication across the school:

- Letters improved
- Individual texts - great
- Email responses very quick (timescales discussed)

### **Any other business**

**A parent asked if juice was allowed in water bottles.**

**Response** - It was confirmed that the school policy is for only water to be in bottles. The school will remind parents and children of this. **(Action - School)**.

**A parent asked - about the date for the Year 6 party.**

**Response** - The date has been set for Thursday 25<sup>th</sup> July and it is being called a party rather than prom. Whilst the school appreciate that it is a special occasion we don't want to put pressure on parents and children to go over the top. The location has been moved away from the school so it is a special event and last year it didn't feel as competitive as the previous years. It was still special and lots of pictures were taken on the steps when the children were arriving and it was felt by all attending to be a wonderful evening.

The cost will be approximately £15 each, it is being subsidised by school who are also providing various elements like the balloons etc.

**A parent asked about the plans for World Book Day**

**Response** - A letter regarding World Book Day is due to go out shortly and it has been mentioned on the newsletter **(Action - School)**. A different focus is being taken this year with focusing on one specific text with children expected to dress as either a bee or in yellow and black. The Big Book Breakfast will be held before school starts and following this Early Years and Key Stage 1 parents can visit their children in their classrooms.

This will help the day to be purposeful and help the school to focus the activities throughout the day.

**A parent asked regarding Red Nose Day**

**Reply - Red Nose Day**

Whilst something will be taking place, it was noted that it takes place during Science Week and plans need to be finalised as to whether children will be dressing up in something relating to Red Nose Day or something relating to the Science Week topic which is plastic. This will be confirmed and information sent out as soon as it is available. **(Action - School)**

As a School, we are aware of the number of opportunities for children to dress up and are wanting to strike a balance between the number of days and what is expected to avoid excessing burdens on parents.

**Parents thanked staff for their support during the recent school residentials including Crosby and London**

A parent asked for thanks to be given to all the staff. The time and commitment that they gave was very much appreciated.

**SATs evening**

A parent reported that the Year 2 SATs evening was very informative and useful and parents appreciated the approach that the school take to Yr 2 SATs ensuring that the children are not put under any unnecessary pressure and in many cases don't even realise they are doing their SATs.

A parent reported that the Year 6 SATs evening was also useful but it was noted that the turnout was not very high. The school are running another session to give parents who couldn't attend the first time the opportunity to attend.

Powerpoints for these and the phonics evening for Year 1 are shared on the website under information for parents.

**EYFS - emergency services visits were very popular with the children and positive feedback had been given from parents.**

**A parent asked if trip dates should be shared via the school website or if this was a safeguarding concern** - after review of school websites and after discussion with our safeguarding lead for the OMEGA MAT it was agreed that this is typical across all primary schools nationally and did not pose a safeguarding risk. The trips and visits are risk assessed and measures put in place for each trip are reviewed regularly.

**Actions**

**School** - Ensure posters reminding parents of the due dates of homework are put up in the remaining classroom windows.

**School** - Send a letter to parents regarding upcoming CHAPTA activities.

**School** - Remind teachers and parents about the no juice in water bottles policy.

**School** - Write to parents regarding the plans for World Book Day.

**School** - Write to parents regarding the plans for Science Week and Red Nose Day.

**Dates of future meetings -**

27<sup>th</sup> March 2019 @ 5.30pm

Minutes of the meeting shared by Mrs Heather Da Luz Vieira

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