



Harlow Fields School and College – Virtual Tea and Chat – Minutes

Date: Thursday 13th November 2025

Attendance: 6 families

Staff present: Kathleen (Headteacher), Becky (Senior Assistant Headteacher), Megan (Assistant Headteacher), Josh (Assistant Headteacher)

1. Welcome and Introductions

Kathleen welcomed families and thanked them for attending.

SLT introduced themselves and outlined their key areas of responsibility.

2. Key Points Discussed

Updates on attendance: discussed the law, expectations and the importance of working together on this area. Refer to <https://harlowfields.essex.sch.uk/parents/pupil-absence> for key messages.

Transport: essential to contact Kathleen directly is experiencing any changes. 247 are very responsive. Important to work together on this if experiencing any challenges.

Road Safety: counsellors, MP, Governors and ECC working together to ensure safety measures are adopted.

Learning Spaces: spaces highlighted with new video showcased. Families are welcome to visit to see the environment that sons / daughters are working in. School are especially pleased with the rooms that ECC funded to be re-purposed / re-

decorated over the summer. SLT are very grateful to staff who make the rooms warm inviting spaces for learning.

Manual handling – simple, safe strategies you can use at home – see the slides.

Online safety – keeping children safe in the digital world. Look at <https://harlowfields.essex.sch.uk/parents/safeguarding> (parental booklet) for key tips.

Here are some quick tips for families to support online safety in the home –

1. Talk and supervise
Keep conversations open about your child's online life and stay nearby when they use devices. Encourage them to share what they enjoy, and watch for signs of distress or overstimulation so you can step in gently if needed.
2. Use age-appropriate tools and controls
Choose apps, games, and websites that are safe and suitable for your child's age or needs. Set up filters, privacy settings, and parental controls on all devices to block unsuitable content and manage screen time.
3. Keep devices in shared spaces
Encourage using devices in family areas. This makes it easier to support your child, model safe behaviour, and spot any issues early.
4. Teach safe, responsible behaviour
Show your child how to protect personal information, communicate safely online, and what to do if something feels wrong (stop, close the screen, and tell a trusted adult). Model calm, kind, and responsible device use yourself.
5. Create predictable routines and seek support
Use screen time as part of a structured routine with clear starts and ends. If you're unsure about settings or need guidance, ask school staff for support. Stay informed using trusted resources:
 - www.childnet.com/parents-and-carers
 - www.nspcc.org.uk/online-safety
 - www.internetmatters.org

Behaviour **support** plans: key message = these are support documents – not for highlighting behaviour concerns. The focus is on support for all.

Clubs and enrichment opportunities: opportunities shared – see <https://harlowfields.essex.sch.uk/parents/school-clubs> for further information.

SLT emphasised the importance of maintaining open communication: families are encouraged to contact school about any matter big or small so that support can be offered where possible.

3. Closing

Kathleen thanked everyone for their contributions and positive engagement.

Families were reassured that their feedback would be shared with relevant teams and considered in ongoing planning.