



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

**Date:** Thursday 18th September 2025

**Attendance:** 12 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 Raised by Families**

School Transport

Families raised concerns about the absence of a school bus.

Discussion took place around possible opportunities and the shared desire from both families and the school to reintroduce a school bus in the future.

School Food

Families complimented the quality of school meals.

A request was made for gluten-free options to be considered.

Support from Families

Families asked what the school would like from them.

School responded that it greatly values the ongoing support provided, particularly in relation to resources, toys, and wishlists.

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.

Meeting ended with thanks to all for attending.