

Summer Term 2015

Parent Forum

Classes 1 and 2

Minutes of the meeting held on Tuesday 16th June

9.00 - 10.00am

Present: Mrs Robinson (HT), Mr Cranham, Mrs Kernott, Mrs Oddie, Mrs Smith, Ms Durham, Mrs Chapman and Mrs Booth

Apologies: None received

1. Home/School Relationship

- All parents present were positive about the spring term parent consultations. Overall the timings are fine and those who were unable to make appointments were offered alternative appointments that were convenient.
- Parents have begun to email into school when they need to contact staff. Mrs Robinson stated that to ensure these emails were followed up as quickly as possible she would now be 'cc' into them.
- Mrs Robinson informed parents that annual reports and attainment grids would remain the same this year and would hopefully be sent out at the beginning of the last week of term.

2. Home/School Communication

- Mrs Robinson clarified how parents should inform school of pupil absence:

On the first day of absence:

- Parent/carers must contact the school by telephone, email or letter with an explanation for the absenteeism on the first day of absence. (Messages can be left on the school answerphone 24 hours a day and are picked up as soon as our administrator arrives in school at 8:00am)
- If no note, email or telephone message is forthcoming by 9:15am, the school administrator will follow up the absence by telephoning the parent/carer/emergency contacts for an explanation. If there is no answer, messages will be left requesting that contact is made with school ASAP and the absence will be logged as 'unauthorised'.
- If the reason for absence is sickness or diarrhoea a discussion will be held with parents/carer to ensure that the pupil is absent from school for 48 hours following the child's last vomit or diarrhoea. The child's return to school date will be confirmed during this discussion and there is no requirement for parent/carers to contact school if a second day of absence from school is necessary.
- If a health professional has prescribed a set period of absence eg. 3 days for a child to recover from illness - parents should inform school of this on the first day of absence so that the return date is clear and can be marked in the school register.

Continuing absence:

- If a child requires additional days off due to illness than haven't already been confirmed as above then parents/carers must contact school by 9:15am.
- If no note, email or telephone message is forthcoming by 9:15am, the school administrator will follow up the absence by telephoning the parent/carer/emergency

contacts for an explanation. If there is no answer, messages will be left requesting that contact is made with school ASAP and the absence will be logged as 'unauthorised'.

3. Curriculum and Homework

- Positive feedback was received about Class 2s trip to Kirkstall Abbey and Class 1s 'Out and About' work and how much the children have enjoyed the visits.
- A question was asked about how parent helpers are requested and a suggestion was made that parents share their availability to help out at the beginning of the term or requests for helpers are made in the Friday News for each trip so that all parents get the chance to support the visits.
- Staff are aware that the maths and e-safety evening hasn't happened and parents agreed that it was better to wait until September now for the information.

4. Transition and Class Structure

- Transition activities have already started for all children. On Tuesday afternoons the new Reception children for September visit school. On these afternoons all children have visited their new classrooms etc. and completed activities with their new teachers and peer groups.
- In September the basic class structure will remain the same. Miss Gallagher will join Class 4 and there will be no other changes to staffing.

5. National Testing and Assessment

- Mrs Robinson informed parents that end of year assessments were currently being carried out and all Year 1s had completed their Phonics Screening test. Assessment information will be sent out with annual reports.

6. Governor Update and Academy Status

- The Governors are proceeding forward with Academy Status and currently completing the 'due diligence' process. Expected conversion date is 1st August.
- Mrs Robinson reiterated that there would be no visible changes to the school on conversion.

7. Health and Safety

- All parents present felt that they had no health and safety concerns.

8. Behaviour

- Parents had no concerns about behaviour.
- Mrs Robinson thanked parents for reducing requests for holiday in term time.

9. Parent views/Suggestions for development

- No suggestions made.