

### **Parents' Forum Minutes 15.3.17**

**Attended: Anna Jones ( Assistant Headteacher KS1), Ciaran Dodd ( Year 3 and Year 5),  
Debbie Parks ( Year 4), Ellie Burt (Year 2 and Year 1), Clare Ragsdale (Rec), Amanda Walker ( Y1),  
Pam Gregson (Year 3), Sally McMillan (Rec and Year 2).**

Meeting started at 9.05am

#### **Progress Check interim reports for Spring**

End of year report format has been shared with Parents' Forum today. This follows the proforma that was introduced in Autumn, with the following additions:

***Section at the top of the sheet for teachers to highlight where the children are for attainment and progress in Reading, Writing and Maths.***

***Section at bottom to indicate attendance and number of lates.***

Clare asked if the section at the top of the sheet might be able to be a bit bigger, so that it stands out. They were all happy that this gives the information that they felt had been missing from the Autumn progress check. Debbie felt that this gives the information that we really needed, could the Autumn check be similar to this?

Ciaran asked about the 'lates' - how does school find out whether a child is absent or late, and when do we contact parents about when a child is not at school? Mrs Jones explained that the registers are completed electronically and then pupils who are not in by 9.10am are recorded as late. Registers are checked by the office and a pink slip is sent by the class teacher to the office to list pupils who are not in as a double check for the office staff. If pupils are not in school by 9.25am then phone calls are made to parents if contact has not already been made. The aim is that all parents should have been contacted as close to 9.30am as possible.

Parents asked if there could be a brief explanation sentence at the bottom of the sheet that explains the difference between attainment and progress as not all parents were clear about the difference.

Some members of forum asked why we had added the attendance section and Mrs Jones explained that this is to help parents who need that extra prompt to keep an eye on the amount of time their child has off. Many parents are very aware of the impact of absence on their child's attainment, but wondered why this has been put on. She is also aiming to put together a brief leaflet or section for the back of the report that explains how many minutes late a pupil is and how this correlates to numbers of days missed at school.

#### **End of Year Reports**

Thanks were given to all members of the forum who have contributed examples of report formats from other schools. Staff met two weeks ago to look at around 25 different report formats and have used them to redesign our end of year report- it is now a folded sheet, space on front for a photo of the pupil, space inside for Literacy and Maths ( plus attainment section). These spaces are bigger to enable the teacher to write about Reading, Writing and Speaking and Listening in Literacy and then to comment on Arithmetic, reasoning, using and applying in Maths. The other subjects have now

been reduced to a simpler not met/ met/ exceeding section for each foundation subject. Staff had debated adding more information for Science and Computing, but we felt that as information about the curriculum coverage is shared with parents in the half termly year group newsletters, there was no reason to add this, and for Science, the Year 2 and Year 6 interim report sheet will inform parents of whether they have met expected standard or not.

The other major change is the addition of a section on 'Your Child as a Learner' and 'Your Child's Social and Personal Development.'

Parents agreed that the larger format ( A3 folded paper looks really good). They loved the section on 'Your Child as a Learner' and 'Your Child's Social and Personal Development' as they felt this gives an even better view of their child. They also loved the space for a photo of their child at the front as a memory of their year at school.

We also discussed the Infant staff's proposal to write the General Progress section as a letter to the child about how proud they are of their achievements, help etc. This is based on one of the formats that staff saw in the staff meeting on reports. If Mrs Gerver is happy for this we will trial it this Summer reports.

**Any other business:**

**Entrance/ Exit gates for pupils and parents at the beginning and end of the day**

Pam raised a concern about the number of pupils who are getting caught up in pushchairs at the beginning and the end of the day. Is there any way that we could remind pupils about walking carefully through congested areas and is there any way that the current system could be improved, e.g. by widening the pathway and marking it with a white line to show which side you should walk for getting in and out of school? Mrs Jones agreed that she and Mrs Halliday would remind children about being considerate when walking through the gates and that this query would be passed on to Mrs Gerver. The current gate system works apart from when the children and parents are all waiting for the initial rush to pass, we will keep an eye on the pupils and look to a more long term solution as and when it is possible to make changes.

**Finally:**

Pam Gregson is currently hosting a guide dog who is expecting puppies any time in the next two weeks. Would it be possible for us to ask pupils/ staff to bring in any unwanted newspaper for them to use with the puppies?

Meeting finished at 9.40am

**The next meeting for parents will be on: Wednesday 26<sup>th</sup> April 2017 at 9.05am (the first Weds after Easter holiday).**