

LODDON PRIMARY SCHOOL

PARENTS FORUM

	<ul style="list-style-type: none"> ○ There is a suggestion box in the school office and there has recently been one put into the Hut. ○ These are both for suggestions related to anything within school and not just the parent hut. 	
4/7	Group Discussions on Parent Communication Topic	
	<p>The Question raised for discussion at this parent forum was “would like to discuss parent communication, both information received by parents and also how to raise questions & feedback”.</p> <p>The attendees of the meeting broke out into several small groups to discuss this and then fed back the following points:</p> <ul style="list-style-type: none"> • Parents who work don’t get enough communication, for example in foundation there is information displayed of what topics will be looked at in the upcoming week, pictures of activities on the wall, etc. Suggestions to improve this for parents that don’t get to see this were: <ul style="list-style-type: none"> ○ More use of website ○ More use of learning platform – Sarah Phillips advised that she would love to put all of this information onto the learning platform for all parents however the resource to do this would require a full time person to be employed which would take resource away from other areas of the school. ○ We discussed that perhaps the learning platform could be more up to date at times, for example homework is often out of date. A suggestion on this was that perhaps the digital leaders (pupils) could have this as a task to update the learning platform weekly for their class, e.g. homework, topics covered. Action: Sarah Phillips to speak to Miss Routh (ICT Leader) to see if this is feasible and if the pupils would have the correct permissions. ○ Outcome: Miss Routh will explain the current work on this at the Parent Forum in September. ○ Use of an online learning journal rather than the blue folders. Sarah advised that these journals are available to be looked at by parents. She also advised that within the school they currently use software called ‘Target Tracker’ which has been updated recently to include an online learning journal. FSU teachers are currently trialling this to see if it would be useful for future years to use when they start in foundation, however at the moment there is no facility for parents to log in but this is likely to come in future updates to the software. • Parents can email teachers with concerns: <ul style="list-style-type: none"> ○ If you have concerns then please email the teacher. ○ Some parents were not aware they were allowed to email the teacher. ○ If you do not know the teachers email address please contact the school office. ○ Need to ensure that we strike a balance on email communication to teachers. • It was commented that at certain times the communication can come at short notice, Sarah advised that they were aware of this and were trying to improve the timeliness of communication. • A parent highlighted that sometimes the communication is on the classroom window so is either too short notice or may not be seen by all parents. Sarah Phillips follow this example up and confirmed that a note had also been issued and the notice in the window was in fact an additional reminder. • Special Education Needs information on the website – It was advised that this has been mentioned to Gemma Didcock (Inclusion Leader) who has said 	<p>Action</p> <p>Sarah Phillips</p>

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	<p>she will look at it over the summer holidays. Outcome: Mrs Didcock is in the process of uploading SEN information on to the school website.</p> <ul style="list-style-type: none"> • It was agreed that the Y1 – Y6 Meet the Teacher sessions at the start of the school year are very useful as you can find out teacher email addresses and topics covered that year. However if you have more than one child these meetings can clash and some parents miss out on them. This is a new communication that has been brought in about 2 years ago. Outcome: After arranging for 'Meet the Teacher session,' upon request, there was disappointment among teachers that some Year group meetings were very poorly attended. • It was mentioned that for Curriculum topics it would be nice to know when in a term a particular topic is being covered. On the school website under 'Curriculum' (we are currently on Year B) the curriculum webs are available for each year group. Sarah agreed that the school should be giving a bit more information than is currently available, possibly through the learning platform but there needs to be a balance as teaching plans can change at times based on what happens in a lesson the previous day. • Outcome: Teachers have been instructed to review their information on the new curriculum this year. Updated guidance for parents has been uploaded onto the school website in September. 	
5/7	School Newsletter	
	<p>The question was raised by Sarah Phillips if we, as parents, were happy with the level of information provided in the school newsletter.</p> <p>Attendees were in agreement that the communication within the newsletters was at a good level.</p> <p>The following points were noted:</p> <ul style="list-style-type: none"> • Would it be possible to structure it by year group so that information relevant to other years can be skipped over? • Would it be possible to colour code the diary by year group for the email and website version? • Sarah asked if we thought it was a good idea to stop supplying the paper copy of communications for everyone, unless you request to receive paper copies. Everyone agreed that this would be a good idea as it would be a great way to save resources, (time, effort and money). • Outcome: A move to send letter out electronically began in September 2016. Parents with Parentmail accounts need to follow the e-mail communication received to update their accounts and details on line. • It was noted that on certain devices, (probably apple) that when viewing the letters on the website you can't scroll to the second page. Action: Sarah had previously asked for this to be fixed so has taken an action to follow this up. • Outcome: ICT technician confirmed issue needed to be fixed by Apple and noted that the problem is still outstanding when trying to download PDFs; however in the meantime if you hold down on the link and choose "Open in new tab" then the whole PDF can be read. 	<p>Action</p> <p>Sarah Phillips</p>
6/7	Other Business	
	<p>The following items of other business were discussed:</p> <ul style="list-style-type: none"> • The parent meeting for the school expansion is this Wednesday 15th June at 7.30pm in the FSU Hall. Opportunity to see plans and the existing rooms (not the ones that are being remodelled). Actioned: dated 15/6/16. • PTA – Rebecca Chard, the new Chair for the PTA highlighted that they really want the PTA events to be a way to engage with parents and the school, as well as raising funds. The upcoming summer fair is this Saturday 18th June 	

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	<p>and there are still some volunteer slots if you are available to help. Outcome: A successful event! This was promoted by volunteers through PTA, Coffee mornings and newsletter.</p> <ul style="list-style-type: none"> Kam Bhogal mentioned the Second Hand Uniform Sale where there is a list of items that are in stock on the school website under Parents>Parent Support. There is a sale tomorrow afternoon in the outdoor hut. The form can be used to email beforehand and request items. Outcome: Spreadsheet has been a great way forward for parents to see what is available on the school website, by ordering what is needed which has efficiently saved time. Thanks to FSU parent Mrs Jafri who help set this up. 	
7/7	Proposed agenda for next meeting	
	Arranging meeting days and times	
	<p>Action: Kam will email out to the parent forum reps the remaining list of suggested items made in the first meeting so that the main agenda item for the next meeting can be agreed. Outcome: Email was sent out to all Class representatives in July 16, requesting suggestions with only one reply. E-mailed again requesting suggestions in early September.</p> <p>All Parents/Carers have been informed of Parent forum meetings taking place in good time.</p>	<p>Action Kam Bhogal</p>
	Date and Time of Next Meeting	
	TBC September 2016 at 7:30pm	
	The meeting closed at 8.40pm.	