

# Emmbrook Junior School Parents Forum

## Meeting Minutes

Friday 23 October 2020

10.00 to 11.00 Zoom Meeting

**Attendees:** Mr Usher (EJS Head), Christine Leddy (Yr 3), Emma Mitchell (Yr 4), Mell Morris (Yr 4), , Emma Wilkinson (Chair, Yr 5), Clare Doyle (Yr 5), Jo Tucker (Yr 6), Cathy O'Connor (Yr 6)

**Apologies:** Martina Smith (Yr 3)

### Abbreviations:

**SLT** Senior Leadership Team

**EJS** Emmbrook Junior School

**EIS** Emmbrook Infant School

**PPE** Personal Protective Equipment

**DfE** Department for Education

**SENCO** Special Educational Needs Co-Ordinator

### 1. Welcome & Introductions

Emma W opened the meeting by welcoming and thanking everyone for attending the zoom meeting.

### 2. Previous minutes - 15<sup>th</sup> May 2020

Clare ran through the minutes from the last meeting. The **actions** from the last meeting are listed below:

- a) **New Scopay system for the clubs to be reviewed following the allocation of clubs for the Autumn Term; EJS to promote under-subscribed clubs and to liaise with EIS to make sure the clubs letters get issued at the same time.** The Scopay system worked well for the allocation of clubs for the Autumn Term although it was acknowledged that the option for clubs was restricted due to Covid-19 rules. Everyone felt the Scopay System made the club procedure a lot easier. Mr Usher said that uptake on clubs had been low this term but this could have been a combination of limited choice both in activity and day and parents concerns around socialising during covid-time. Emma W reiterated the need for EJS to promote undersubscribed clubs. Emma M suggested that the clubs could rotate through the days so that after Christmas, the clubs for each year group are on a different day to this half term. **The Scopay system will be reviewed again at the next meeting.**
- b) **School Communication: EJS to ensure that ALL letters will be emailed; Anything that requires a response will also be sent out in hard-copy. EJS will continue to put a list of letters that have been issued on the newsletters and also to remind parents to check their Spam folders.** This has been actioned by the school office.

### 3. Home-Learning Survey

Following a suggestion from the Parents Forum, EJS sent out a Home-Learning survey at the end of the summer holidays to gain information from parents regarding their children's experience of home-schooling during lockdown. Mr Usher said that the school found the survey to be really useful. They used Forms on Office365 to gather data easily and fed the results directly back to the individual teachers. Mr Usher said that a greater take-up from parents would have been nice as the school are really keen to work with parents.

#### **4. Parent Feedback**

The Forum received a number of positive comments. Parents wished to thank EJS staff for their help and support over the last few months and have been pleased to see that Well-Being has been high on the agenda. Several specific members of staff were individually thanked, namely Mrs Edwards, the SLT, Mr Fisher, Mr Gregory (and Mr Tom) and Lindsey in the school office. Parents also commented that the school photos worked well with the EIS and also the flexible start was helpful in the mornings.

A number of individual comments were received. Although, the Forum did not receive the required three comments for each topic, everyone agreed that the items raised were of a benefit for the school community and therefore were discussed:

##### ***a) Reward schemes***

A query was sent into the Forum regarding the various reward and discipline schemes at school, such as the Houses, house points, 'caught doing the right thing', yellow/red cards etc. This was detailed in the Parent Pack but Mr Usher agreed that it would be beneficial for the school to do a refresher in the school newsletter

**EJS to action detail the reward/discipline schemes in the newsletter**

##### ***b) Timing of SPAG homework***

A parent had commented that their children in different year groups had received their SPAG homework on different days and one year group hadn't received it until the Monday. Mr Usher said that all year groups should receive the homework on a Thursday

**EJS to remind teachers to send the SPAG homework out before the weekend**

##### ***c) Medication process***

A parent had noted that their child's teacher was not aware that their child required regular medication and asked what the school's procedure was on medication. Mr Usher assured the Forum that the school's admin team had made all teachers aware if any child in their class required regular medication. All medication is now kept in the classrooms so is always available when the child requires it.

**Mr Usher will ask the school's admin team to resend the details to the teachers and support staff.**

**Emma W to email the parent back directly to reassure them that their concerns have been taken seriously and to encourage them to contact Mr Usher directly if they have any further concerns.**

#### **5. Update from Infant Parents Forum**

Christine summarised feedback from the EIS Parents Forum and there were two items which are associated with the Junior School:

##### ***a) Parents wearing face coverings on site***

EJS and EIS have both sent letters reiterating the current UK Government guideline which is that face-coverings are not compulsory when outside, however, if parents wished to wear them during pick-up and drop-off, they were welcome to.

***Post-meeting note: We are now in Lockdown Part 2 and as such both schools have sent a letter to parents requesting the parents do wear face-coverings whilst on school grounds.***

##### ***b) School photography - positive feedback***

Positive feedback was also sent into the EIS Parents Forum reflecting that having the same provider for both schools worked well. There were some issues with specific children's photos but these are being dealt with directly with the photographers.

## **6. AOB**

The subject of assessments was discussed. Mr Usher said that the assessments this term were for planning and for teachers to be able to highlight the gaps. There will be further assessments next term and the results of these will be communicated to parents. Emma M said that it would be useful if this could be communicated to parents

*Post-meeting note: The school have explained the assessments in this week's newsletter*

Parents evening was also discussed. Forum members felt that over-all the process worked really well. There were some individual teething problems but these should be ironed out next time. Mr Usher said that the school are considering whether to offer the option of a zoom parents evening in the future (even when parents are able to go back into school).

Clare raised the issue of road safety. As the school is actively encouraging Year 5s and Year 6s to walk to and from school by themselves, there is obviously the increased risk of children coming into contact with vehicles. There is also the added concern that traffic around the schools is particularly busy at the moment and includes heavy construction traffic. Clare asked if the school could do a specific workshop for the children stressing the factors of road safety. Mr Usher agreed that this would be a good idea.

*Post-meeting note: EJS have diarised road safety workshops for Year 5 and Year 6 children*

Clare also suggested that the school should promote their amazon wish-list more. If the teachers could populate their class wish-lists, the Forum could promote it on facebook.

## **7. Next Meeting**

Next meeting is scheduled for 10am on Friday 4<sup>th</sup> December. It will be carried out via zoom again. EJS to send the link closer to the time