

Today's meeting

1. Office Staff

It has been mentioned to attendees of the Parent Forum meetings that on some occasions they have been ignored when waiting at the front desk and that generally they are having to wait when they need to rush off. Some parents suggested having another member of staff in the office (especially on a Monday) which is the busiest day of the week for the office due to dinner money. HT explained that the school will create School Office hours which will be advertised and during those times, Parents will be the priority. The school has already added sickness reporting and holiday reporting to the website to reduce the need to come into the school office. The school is experimenting with a uniform shop page for the website.

- ✓ HT to share message about School Office Hours when confirmed and in place.
- ✓ HT to continue to work on the uniform shop idea for the website to reduce the time it takes to come in and purchase uniform.
- ✓ HT to investigate the possibility of employing additional support to be available in the office on a Monday morning.

2. Dinner Time

The Dinner time situation has already improved since the measures detailed on the web blog were implemented. The school is waiting for a delivery of a new wheeled tables that will be utilised in the hall but also used outside in the summer. The old picnic tables outside will be removed as they are rotting. The wheeled tables will be stored inside and used outside in the summer.

- ✓ HT to continue to monitor the situation at lunchtime. Plan B is available if needed.

3. Messages get through to classes

A Parent commented that they had phone to indicate that a child hadn't received a message they had left detailing the fact a different person would be collecting their child. The teacher did not know either. This occurred once. The message was not taken by Mrs Simpson. Despite the above, the new

register for pick ups is working well and Parents are phoning up to indicate if someone different from those on the list is picking up.

- ✓ HT will remind staff to ensure information taken over the phone MUST be delivered to the class teacher and the pupil.

4. End of the school – number of children needing to return to the building for forgotten things.

Parent commented on the fact that children often come out of school without the things they need to take home. HT commented that it is a daily occurrence that children need to return to the building after leaving in order to collect drinks bottles, coats etc. HT explained that children also need to alert staff if returning back to the classroom after school as once the teacher has seen their children leave and wait with Parents they would consider that the child had been collected and therefore in the Parents care.

- ✓ HT to discuss with Teachers a way of ensuring key things are remembered as children leave the class.
- ✓ HT to discuss with Teachers a way of teaching organisational skills ready for Secondary School.
- ✓ HT to lead assembly about remember your things AND about alerting adults before coming back into school.

5. New Developments around the school

A Parent asked what sort of information the school had received about the houses being built in Kirton and Trimley St Martin. HT explained that originally 2 years ago he received an invitation to a meeting or the option to send questions / opinions. HT said at the time the school was nowhere near capacity and so there was no immediate panic. The school is now much fuller than it was before. Only 16 spaces now left... vs 45 in September 2013. The school have received no information about the increased amount of children in the local area... but is considering things it can do to prevent for the potential increased capacity.

- ✓ HT will share any information regarding this matter with Parents if received.

Next Parent Forum Meeting: Tuesday 22nd March 2016

1:00pm – 2:00pm