



Headteacher: Mrs Hannah Foster

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Growing determined, courageous, kind individuals proud to be Priory children.

## Priory School Parent Forum

Academic Year 2022 2023

### Agenda

1. Welcome, expectations, introductions
2. Foci for forum
3. Opportunities for parents to discuss/ generate ideas on the focus for the forum
4. Feedback
5. Actions
6. Share the focus for the next forum.

#### Forum 1:

**Focus from drop down list:** Communication

**Parental focus:** School site – cleanliness and health and safety of the car park.

#### Forum 2:

**Focus from drop down list:** Curriculum core

**Parental focus:** Clubs

#### **Forum 3:**

**Focus from drop down list:** Homework

**Parental focus:** Well being and mental health of the pupils

## Minutes from 2<sup>nd</sup> November 2022

At Priory we value open communication, and Parent's Forum aims to represent the views of all parents and to be a voice to inform our school of the needs of children and families.

It is to facilitate positive and effective two-way communication between parents, carers and the school, providing a channel for communication, feedback and suggestions for improvements.

Attending staff	H. Foster, A. Proffitt, K. Larkins, L. Lewis, S. Blackmun, S. Romero, L. Miller, K. Birk, M. Deegan, S. Saran, M. Keys	<b>How we will be:</b> We will have open, honest, and respectful communication. We will respect others' opinions Keep it kind Non-specific (not about individuals) Solution focused. Non-repetitive
Parents/ carers	Early Years - Year 1 Year 2 Year 3 Year 4 Year 5 Year 6 Orchard	
Apologies:		

Agenda	Discussion	Actions/ outcomes
<b>5 minutes</b> Welcome, expectations, introductions		
<b>25 minutes</b> Communication	5 minutes in groups and 2 minutes to feedback <b>What works well?</b> <ul style="list-style-type: none"> <li>• Positive reaction to directly being able to email teachers.</li> <li>• Appreciate end of the day feedback with teacher especially for children with special needs</li> <li>• KS2 homework going great</li> <li>• Text messages are appreciated</li> <li>• Newsletter format and information is good</li> <li>• Peek of the week is really good</li> <li>• Parents were pleased when school get communication, we act on it</li> <li>• Staff presence is good and there is an open approach</li> <li>• Letters are better</li> <li>• Communication for staff is informative</li> </ul>	
	5 - 10 minutes - in groups then feedback <b>What do we want to improve?</b> <ul style="list-style-type: none"> <li>• Peek of the week - not all year groups are updated on the website. Orchard, there is no link sometimes.</li> <li>• Parent evening interview times need to be longer</li> <li>• Emails not acknowledged</li> </ul>	

	<ul style="list-style-type: none"> <li>• Communication between parents and school - we are using Primary Site. School App - no log in details were sent to parents</li> <li>• Sims App not all parents received school reports</li> <li>• School App - can we put 2 contacts to receive a message?</li> <li>• Teacher 2 Parents app seemed to work better</li> <li>• When communication goes out, make sure it is correct before it is sent. Level of spelling mistakes made in school communications is high</li> <li>• Emails need to be condensed (too much information)</li> <li>• Parents do not receive any positive news about their child until Parents Evening. Could a text message be sent with praise?</li> <li>• Forms - links do not always work. Some parents missed out on clubs because they could not access the link. When they could, all clubs were full</li> <li>• Not enough information to the parents of children that are 'average performing'</li> </ul>		
	<p>5 minutes in groups and 5 minutes feedback How do we do it?</p> <table border="1"> <tr> <td data-bbox="352 593 970 1368"> <ol style="list-style-type: none"> <li>1. Consistently update Peek of the Week, can we add upcoming events/ some additional focus for parents to help children with.</li> <li>2. Longer parent teacher meetings or more frequently - parents ask for an additional meeting if they have specific concerns, or the teacher invites them in before parents evening if there are concerns to discuss. Allocate more time to specific pupils</li> <li>3. The School App, the SIMs App - do different things but none of them particularly user friendly.</li> <li>4. Monitoring of communication sent out - often errors on letters which then get resent - often have several of the same letter. noted that this has got better.</li> <li>5. Survey forms - cannot access them.</li> <li>6. Communication - parents would like more feedback from teachers.</li> </ol> </td> <td data-bbox="970 593 1543 1368"> <ol style="list-style-type: none"> <li>1. Raise in middle leaders - SLT to do a monitoring check.</li> <li>2. Take to SLT and middle leaders and discuss what the</li> <li>3. SIMs APP is not user friendly - can we combine the School App with other apps that do all the jobs. Parents would like a school App that improves communication between teachers and parents and makes that interaction more direct.</li> <li>4. Take to SLT and middle leaders - letters are usually quality checked.</li> <li>5. Should be a setting that we can set on forms so that it is always set to anyone can respond - check with Jeff but also remind all staff on how to set it so that anyone can use it.</li> <li>6. SLT to look into possible APPs that make this possible without adding to work load.</li> </ol> </td> </tr> </table>	<ol style="list-style-type: none"> <li>1. Consistently update Peek of the Week, can we add upcoming events/ some additional focus for parents to help children with.</li> <li>2. Longer parent teacher meetings or more frequently - parents ask for an additional meeting if they have specific concerns, or the teacher invites them in before parents evening if there are concerns to discuss. Allocate more time to specific pupils</li> <li>3. The School App, the SIMs App - do different things but none of them particularly user friendly.</li> <li>4. Monitoring of communication sent out - often errors on letters which then get resent - often have several of the same letter. noted that this has got better.</li> <li>5. Survey forms - cannot access them.</li> <li>6. Communication - parents would like more feedback from teachers.</li> </ol>	<ol style="list-style-type: none"> <li>1. Raise in middle leaders - SLT to do a monitoring check.</li> <li>2. Take to SLT and middle leaders and discuss what the</li> <li>3. SIMs APP is not user friendly - can we combine the School App with other apps that do all the jobs. Parents would like a school App that improves communication between teachers and parents and makes that interaction more direct.</li> <li>4. Take to SLT and middle leaders - letters are usually quality checked.</li> <li>5. Should be a setting that we can set on forms so that it is always set to anyone can respond - check with Jeff but also remind all staff on how to set it so that anyone can use it.</li> <li>6. SLT to look into possible APPs that make this possible without adding to work load.</li> </ol>
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School site	<p>What works well?</p> <ul style="list-style-type: none"> <li>• School site is clean</li> <li>• Staff presence is good</li> <li>• Parking has improved</li> <li>• Biggest parent car park at a school</li> <li>• Flow of the car park is much better</li> <li>• Parents appreciate staff helping children to cross the road</li> </ul>		
	<p>What do we want to improve?</p> <ol style="list-style-type: none"> <li>1. The car park can be a nightmare. There are a small number of parents that do park dangerously. They do not follow the rules.</li> <li>2. Gate timings - staggered times? The afternoon pick up is an issue.</li> <li>3. Heavily congested at gate 2 at drop off and pick up</li> <li>4. Parking on Mead Way is an issue</li> <li>5. There is a narrow path with the grass verge, can the grass go?</li> </ol>		

	<p>6. Site can look a little unloved. Maybe have some nice hanging baskets at the front reception</p> <p>7. Could possibly have an activity where parents could come in and do some gardening</p> <p>8. Unclean toilets</p> <p>9. Upstairs classrooms are hot</p>	
	<p>How do we do it?</p> <ol style="list-style-type: none"> <li>1. Can the school issue warnings to parents or fines? Can we put up cameras to catch parents out?</li> <li>2. Parent volunteers to help with traffic control</li> <li>3. One way system</li> <li>4. Gate times – staggered – Am is not too bad but PM is a bit more challenging. Possibly amend finish times             <ol style="list-style-type: none"> <li>a. KS1 3.05pm KS2 3.15pm or</li> <li>b. KS1 3.10pm KS2 3.20pm</li> </ol> </li> <li>5. Place cones at the top of Mead way to prevent parents parking on the pavement/ blocking the drives.</li> <li>6. One way at drop/pick up</li> <li>7. Grass verge is council property. If we do anything and a parent/child hurts themselves we would be liable so could parents run a petition?</li> <li>8. School Council to invite local MP in to discuss</li> <li>9. Nursery pathway needs cleaning because of all the fallen leaves. There is an issue with the drain</li> <li>10. Make the site look pretty by fundraising for gardening supplies, asking parent volunteers to come and do gardening, start a gardening club</li> <li>11. Disabled parking – set separate times for drop off and pick up</li> <li>12. Houses on Orchard Avenue could potentially offer their drive ways for disabled cars to park on?</li> </ol>	<p>Actions</p> <ol style="list-style-type: none"> <li>1. Discuss in SLT – but hands are tied in terms of issuing warnings or fines.</li> <li>2. Discuss in SLT but we could send a form out to survey any interest from parents volunteering to help with traffic control.</li> <li>3. One way system has been explored before but residents petitioned against it. Worth looking into it again. Mil Deegan to talk to council.</li> <li>4. Discuss gate times in SLT and middle leaders</li> <li>5. Discuss the use of cones in SLT and with Mil Deegan.</li> <li>6. Can we create a one way drop off system in the car park – discuss with Mil.</li> <li>7. Would any parents be willing to lead a petition to get the grass verge concreted?</li> <li>8. Will discuss at next council meeting</li> <li>9. Mil to direct the site team to pay particular attention to the nursery pathway</li> <li>10. Discuss in SLT – do we have a group of parents willing to give up some time to help with planting/ tidying/ clearing up?</li> <li>11. Discuss in SLT</li> <li>12. We could write to residents and ask.</li> </ol>
Set foci for next forum	<p>The meeting took an hour and a half so next meeting will be 9:00 – 10:30.</p> <p>Agenda: Core curriculum : Clubs</p>	
Close		