

## **Head Teacher & Class Rep Meeting**

Date of meeting: 19<sup>th</sup> October 2018

### **1. Lunches (baguettes)**

Despite free school meals being offered to infants, there were still many bringing packed lunch. Therefore, the school chose to trial a catered baguette option with Reception children, consisting of a soft white baguette, with a choice of ham/cheese/tuna filling served alongside the hot vegetable offering for that given day (e.g. peas, carrots, beans), salad bar, fruit and pudding. This has proved successful with the children and as a result was rolled out as a daily option to the whole of Infants towards the end of this half term. Children in juniors are also asking for this option. As a result, the school is trialing the baguette option across the whole school for the second half of the autumn term up until Christmas. The school does not want this option to detract from the hot meals on offer daily; therefore it will only be available on Tuesdays and Thursdays. The school will assess at Christmas. Please note, the baguette is an additional choice; it does not replace any other offerings – it will sit alongside the usual meat/halal/vegetarian hot meal and jacket potatoes for the given Tuesday or Thursday.

Gresham is part of a cluster catering group in order to be efficient and not make a loss on funding. Whilst it is in the interests of the school to keep the number of children having a school dinner at its maximum, they also wish to offer the children the right choices. As such, they have surveyed the food waste over the course of the first half of the autumn term and are making changes to the menu accordingly. From the second half of the autumn term roast dinner will be available Mondays and Wednesdays.

As a reminder of the process, the children place their lunch order at morning registration. This information is then passed directly to the kitchen staff. If your child experiences any issues/confusion with the process, please raise directly with your class teacher.

### **2. School website**

This was supported by an old platform that wasn't sustainable. The website received a much needed upgrade over the summer holidays and both Mrs Steele and Mrs Butler-Kemp received the necessary training this week. A "Parent Rep" page will be added to the new website.

### **3. Sports Day photos**

Until all Image Consent Forms are completed and returned to the School by parents, these photos will remain unavailable to everyone. Once the forms have been received, the staff can then begin the task of reviewing and editing their class photos to determine those that can be uploaded to the school website. We are still awaiting forms from 15 families.

***Action: Mrs Steele to follow up those that remain outstanding***

#### **4. Tapestry**

Tapestry is a system that allows Schools/Nurseries/Pre Schools to upload written observations and photographs of individual children to a secure portal for parents/carers to view updates relating to their child only. Some Reception parents/carers have queried why something of a similar nature isn't in place. Historically, this was hampered by lack of wifi and ipads, now that both of these have been resolved Mrs Steele has been looking at a similar tool (See Saw) but is in no immediate rush to pursue. There is a need to establish the right balance between the amount of time teaching and recording / sharing learning.

#### **5. FAB Fridays**

These were introduced with last year's Reception class where parents/carers were invited into the classroom on designated Fridays after drop off to read with their children and join phonics and maths lessons. This will be rolled out for the current Reception class when the teaching staff feels that all children are settled.

#### **6. Toileting (Year 1 query)**

Reception adopts a free flow approach owing to the age of the children. Year 1 is asked to visit the toilet at carpet time with a degree of flexibility - expectations are set with the children in each class. Lessons typically run in 1 hour blocks, therefore if a child misses 10 minutes due to a toilet break it's a significant amount of the lesson missed. Exceptions are made for those children with medical issues/infections. Some children may have a few minutes added on to the end of a lesson to catch up on any work missed – not as punishment, but because it is important.

#### **7. Water breaks**

Expectations are set by the relevant teacher.

#### **8. Curriculum meetings**

Each year group offered an afternoon and an evening session in an attempt to accommodate most families. Sadly, the timing of the sessions will never suit all, but Gresham is known for having more parent/carer contact than most other schools. It was suggested that perhaps some sessions could be run immediately after drop off. Mrs Steele explained that class teachers all teach the crucial lesson plans in the morning with PPA cover in the afternoons. Therefore, it is preferential to run any parent/carer sessions in the afternoon to prevent PPA cover having to deliver the crucial lessons in the morning. Extended evening sessions are hampered due to locking up late and limited authorised key holders.

#### **9. School Council**

Mrs Gough is leading this. All children were asked if they wished to submit an application form. KS1 children who may have struggled with a written application were also offered a verbal form of application. A polling station was set up in the school hall and all children were encouraged to vote for their class representatives. The Council attends a weekly Monday meeting at lunchtime and they are currently working on the school's anti bullying policy and collating school dinners feedback.

#### **10. Home Learning**

Feedback from last year's Year 1 has now led to the current Year 1 having a more staggered roll out of home learning. If there are any particular concerns parents/carers should speak to their child's class teacher in the first instance. Home learning is regarded as being important, especially for KS2 children where it acts as training for Secondary school. It was stressed that children will not be in trouble if the home learning isn't completed in the infants.

#### **11. Year 5 Mrs Butler-Kemp cover**

Mrs Butler-Kemp goes on maternity leave at Christmas. Mrs Steele confirmed Mr Grace will continue in his role with Year 5 and she will confirm in due course the cover teacher. Mrs Steele is reluctant to use supply teachers, preferring to use existing staff to cover but has to consider the impact on staffing.

**Action: Mrs Steele to make announcement in due course.**

#### **12. Active8**

The school is very open to Mr Saunders continuing to offer his holiday club but the commitment lies with Mr Saunders. Should this not prove possible, the school will seek to pursue other avenues as it is both helpful for families and a good source of income for the school.

#### **13. White board markers**

Complaints from parents that although they are meant to be washable, they are staining uniforms.

**Action: Mrs Steele to look into this.**

#### **14. School photos**

Comments were received from parents/carers that the quality of composition this year wasn't good – either too close up or too far away and slightly slanted. Mrs Steele confirmed it was the same photographer as used in previous years, but would follow up.

**Action: Mrs Steele to follow up with photographer.**

#### **15. Gymnastics clubs**

Mrs Steele confirmed she has found an external company but needs to look at the finer details around logistics/space/equipment and suitable days of the week.

**Action: Mrs Steele to provide an update in due course.**

#### **16. Flu vaccine**

A reminder of date will be sent to parents/carers.

#### **17. P.E.**

A concern was raised about a cancelled P.E. lesson. Mrs Steele confirmed that each class receives P.E. lessons twice a week. A session may not always require the children to change into P.E. kits, they may only require their trainers if it's a particular skill.

When a class goes swimming this will temporarily replace one PE lesson.

Assemblies have been moved from morning to afternoon, as children are more alert in the morning for teaching. All classes already have a “movement” break in place; however the school is looking into adopting the “1 mile a day” policy in the afternoons in the spring term dependent on the curriculum. If incorporated, it would be at the teacher’s discretion.

#### **18. SEN Support Group**

Some parents/carers asked if a SEN Support Group could be set up for the relevant parents/carers.

***Action: Mrs Steele has set a date for a coffee morning and invites will be going out first week after half term.***

#### **19. GDPR**

The current School policies remain in place, however, counsel is being sought as to whether some flexibility can be incorporated.

#### **20. Swimming**

The school is looking to move away from Purley Leisure Centre from Sept 2019.

***Action: Mrs Steele will update in due course.***

**\*END\***