

## **Parent Rep Meeting & Ms Steele – Autumn (1) 2023**

### **1. Wrap around care allocation**

Some of the new parents felt it unfair how families got all the sessions they requested while others did not.

Ms Steele confirmed that places were allocated on a first come first serve basis. There was a deadline for parents to submit their requests for places but unfortunately there were a number of late responses.

The school is limited not only by the physical space available (a maximum of 40 places) but the amount of staff. Ms Steele has tried recruiting additional staff but has struggled. She has even looked into getting an external company in to run the service.

Ms Steele feels a ratio of 1:8 is the minimum acceptable level for after-school club. The school do operate a waiting list and as spaces become available parents will be notified.

### **2. Lunch Choices**

The issue of (some) children not receiving the lunch option they had ordered was raised.

Children order their meals in the morning during registration and if a child is slightly late the office staff take the order.

Reception staff accompany the children to the dining hall to ensure that they get what they ordered as occasionally they do forget or want to change their minds when they see what is on offer.

There has been a rare odd occasion when children have not had what they have ordered, e.g. jacket potatoes but this has been because when the catering staff have gone to cook the food they have discovered the potatoes to be full of black bits and so have had to discard them. Ms Steele has spoken to the older children and told them that if they have not received the meal they order to let her know.

### **3. Portion sizes**

The issue of portion sizes and children returning home hungry was also discussed.

All portion sizes are as per the governments' healthy portions guidelines. There is a salad bar available every day and all children are encouraged help themselves. Unfortunately, there is no options for baguettes due to supply issues.

Children are eating earlier in the day and are always are eager to get finish quickly to get outside and play. However, staff monitor how much children have eaten and will turn them back to eat more if necessary. Ms Steele or Mrs Butler-Kemp are in the dining hall every lunchtime.

### **4. Toilets**

A parent raised that their child was unhappy using the toilets as the floor and seat were wet.

There is no caretaker on site during the school day and staff do not have time to continually monitor the state of the toilets. Children have been told that if there is an issue with the toilets they should inform the office staff.

New toilets facilities were installed in boys' bathroom over the summer.

### **5. Reading books**

A request for reading books to be kept at home for longer/during the week rather than children only taking them home at the weekend was raised.

The reading scheme books need to be circulated between classes and there is only a limited number of them. This is the same for all children taking home reading books throughout the school.

At the time of the meeting Ms Steele had not had an opportunity to look into this. She will investigate and get back to parents in due course.

**6. Pick up**

It's been noticed by some reception parents at the end of the day that fellow parents have already collected their child leaving as they are arriving. This has caused some children think their parent is late collecting them.

The end of the day is one of the most stressful for staff, particularly in reception as teachers try to match children with parents/carers. This can be a timely process, so staff may start a little early if children are ready and parents are there. Ms Steele will talk with the children.

**7. Homework printing**

It was raised by KS2 parents that there is a lot of time spent download, printing, marking and uploading of homework, resulting in wasting paper. It was asked if there is an option for the school to look at other systems, similar to Timetable Rock.

Again, at the time of meeting Ms Steele had not had the opportunity to look into this. The school are not aware of an equivalent on-line version of timetable rock for English. However, she will be looking this and feedback.

**8. Reports**

A request to have end of year school reports sent home a few days before the end of term rather than on the last day.

The school moved to a new reporting system at the end of last year. Statutory requirement meaning reports must contain attendance, so they have to wait until the last day to send out reports. Staff emails were kept open and they were monitored during the first week of the summer break should parents wish to raise any issues or arrange a telephone call to discuss.

There should be nothing unexpected in the reports. Where staff felt there may be a potential surprise or an issue, class teachers made contact with the parents to discuss prior to reports being sent out.

**9. Volunteering help/transport to external events**

Feedback from some parents who have volunteered to transport child to and from an event have not had a timely response, if any from school, which has led to some confusion.

School have introduced a new sporting email address to manage the various additional out of school sporting activities, as a lot of messages/emails got 'lost' in the main admin account.

Permission letters that request volunteers do state that if you volunteer, please assume your services are required unless you hear otherwise.