

Shirley Infant School – Parent Forum – Spring 2

Date: Thursday 10 March 2022 @ 12noon (Zoom)

Purpose: The parent forum is an important and valued (by both school and parents/carers) communication link. It is an opportunity for parents/carers to provide feedback, seek clarity/confirmation, raise general concerns, and make suggestions. It is a two-way partnership, and the school will also utilise this platform for purposes such as to propose new initiatives, changes, or gain feedback on parental engagement. By working together, we can continue to make Shirley Infant School a great place for children to thrive and support the motto of 'Every Child, Every Chance, Every Day'.

Attendees

FOSIS Co-Chairs – Megan Cox (MC) / Kass Colley (KC) - Part
Head/Deputy Head – Cate Gregory (CG) / Laura Watts (LW)
FOSIS Secretary – Lynsey Powell

Parent Reps

Attendees	Apologies
Katy Durston (KD) (Foxes)	Colette Thorp
Sarah Scott (Squirrels)	Hilary Rebecca
Lisa Witt / Lisa Longhurst (Owls)	
	Sarah Whicher / Zoe Konn (Otters)
Jo James (JJ) (Woodpeckers)	Gayle Doulton
Tabytha Greenhalgh (Moles)	Maria Dimech
Gemma Gore (GG) (Rabbits)	Kerrie Reed
	Tracey Ward / Natalie Formstone (Badgers)
	Sarah Willcocks / Gill McCann (Hedgehogs)

Agenda

1. Actions from previous meeting
2. Positive feedback
3. COVID-19
4. World Book Day
5. Learning
6. Communication (office)
7. Communication (channels)
8. Other

1. Outstanding actions from previous meeting

Item No.	Action	Responsible	Comments	Completed
4.1	Clarity over comms channels used and for what – school to send general letter to remind everyone	CG/LW	CG to follow up with Mr Hack	

2. Positive feedback

MC gave a summary of the positive feedback received from lots of parents.

- a. Parents v grateful for PJ day as WBD. Nice and easy!! Much appreciated.
- b. Support for the 'spa' day - it was lovely.

- c. It's great to see how much our child is learning and developing with writing / reading and loves Mrs Arnott!
- d. All staff are fantastic and a breath of fresh air. They have an amazing and caring nature. Our son is very fond of his teacher Mrs Arnott and miss Gregory and looks forward to attending school everyday. Keep up the good work.
- e. I think staff are all very welcoming and great teachers and teaching assistants.
- f. My daughter comes out smiling everyday and tells me how much she loves school.
- g. Thank you to the hedgehog teachers for being fantastic and working so hard!
- h. Great 1:1 communication when I have needed to discuss an issue and fantastic interventions put in place as response.
- i. Lovely to see some amazing work brought out at the end of the day really appreciated being able to see a book and progress meant the world to the child as super proud.
- j. Lovely video of change of class over half term.
- k. Great effort to provide learning on red wind day enthusiasm and organisation from teachers last minute was great!
- l. Hi, I am the mother of Flavius Andrei Pricop-Tomi .. Flavius is very happy he likes very much at school he is very attached to ms Kennedy and children!! Flavius has learned so many new things, he is always happy when he talks about teachers and children. I am very happy with the school and Flavius teachers. Flavius loves them very much 😊😊😊Thank you so much♡
- m. I think also I would like say a big thanks to the teachers on the gates. Georgie usually struggles to go in most mornings and they are truly fab at being welcoming and all know her name and giving her lots of support. They really are great at getting to know each child as an individual 😊 x
- n. My child is so happy and loves learning and all her teachers so thank you!
- o. Big thank you for organising the Christmas carol singing and dvds - really lovely 😊. And also for organising the school trips and enabling them to be still happen with covid issues - it's great for the kids to still be able to do these.
- p. A huge thank you for bringing a bit of normality back into school with school trips and always looking for ways to share the children's learning with outdoor activities.
- q. Another HUGE thank you (from multiple people) for doing parents evening in person!
- r. We really appreciated the DVD of the nativity at Christmas – I think we must have watched it over 20 times, and we enjoyed the carols in the playground.

3. Covid-19

- a. Several requests asking for access to the school again for indoor events/celebrations/seeing children's work now that many gvt restrictions have lifted.

CG acknowledged that whilst a number of gvt restrictions around Covid had been lifted, the advice for schools is to maintain risk assessments to protect the health and wellbeing of both the teaching staff and pupils. The absolute priority is to ensure a full complement of teaching staff to be available to teach the children.

CG advised that a lot of extra work by the teaching staff was required to be able to offer the upcoming parents evening face to face. She added that there will be specific requirements that parents must follow in advance of coming into school. CG also reminded the committee that there were a couple of celebratory events coming up soon.

- b. Suggestion of once a term outside in the playground as an option?
CG explained that sharing work in the same way as Juniors have been isn't practical for Infants given the children's ages and that the teaching staff were looking for other ways to share the children's work.

4. World Book Day

- a. Several comments about WBD being celebrated on different days for SIS and SJS – can it be the same in the future?
LW advised that where possible the two schools do try to work together and celebrate events like WBD on the same day. The Year 1 school trip had been planned more than 12 months ago and so the decision was made to move the celebration to the Friday so Year 1 didn't miss out. LW acknowledged it wasn't ideal.
- b. Mixed feedback on WBD being PJs only, some like it and some prefer the option to dress up.
LW agreed that there was a balance as the feedback is mixed but happy to consider next year that both proper dress up and bedtime story theme could be offered.
- c. Spoon competition - spoons given out very late meant that some classes didn't get them at all
CG acknowledged that there was some miscommunication within the school on when to give out the spoons, compounded by the last day of term being missed due to the storms.

CG recommended that FOSIS chase leads on events to make sure all is going as planned. MC added that events straight after half term are a challenge for everyone, and perhaps in future FOSIS could offer a drop box in the school office removing the pressure from teachers.

MC added that she was looking into WBD tokens with Mrs Lubbock-Smith.

5. Learning

- a. Inconsistency with reading books being sent home
LW advised that reading books should be changed each week. LW asked if the parent could get in touch with her direct to discuss if this was a one off or a regular occurrence. LP to identify the class and pass onto the class rep.
- b. A couple of requests to have reading books over the weekend/is quarantine still necessary?
LW advised that as part of the lifting of some gvt restrictions the school had been reviewing their risk assessment and hoped that in the near future the need to quarantine reading books would be removed.

- c. Do they have individual targets each term to work on?
LW advised that at each parents evening, parents are given some of their child's targets that could be supported at home. Other targets which are more focussed on in the classroom would also be covered during parents evening.

MC commented that she couldn't recall receiving anything for Year R, LW to check what has been issued but CG advised that in Year R the targets are all centred around settling the children into school.

- d. More flash cards or sound mats of key words and sounds learnt only had one set but they have now learnt all sounds
CG advised that the flash cards/sound mats should be going out as they are learnt and are ready for consolidation at home. CG suggested that if your child was showing confidence in the sounds, encourage them to write them down. LW advised that all sound mats and tricky words were given out at parents evening for Year R and for Year 1, it's available on Google Classroom.
- e. I wanted to ask when they are going to start learning to join letters in year 2.
LW advised that this learning started last ½ term for Year 2.
- f. Feedback on scrap book would be lovely
CG advised that the purpose of the scrapbook was to be used as a tool by the children to share their experiences through speaking and listening. It's not the intention for the teachers to use it as a method for feedback.
- g. Home learning - it would be good to get feedback
CG advised that home learning was an enrichment activity, not something the teachers would spend time marking. LW added that the children do get feedback during their sharing time and their work is celebrated in school with their class and their teacher.

6. Communication (office)

- a. Still concerns from parents who feel that school has not replied to emails where they feel that a reply was warranted as it concerned the emotional well being of pupils. Class rep has suggested to parent to follow the specific matter up privately but maybe school could consider when emails warrant a reply?
CG asked for any parent experiencing these issues to send a follow up email for the attention of Mrs Gregory or Mrs Watts so they can investigate.

KD advised that some of the feedback was from Foxes parents and she would ask them to do this.
- b. Messages sometimes do not get passed from office to class (eg different person picking up) has happened 3 times to one family
CG advised that she had spoken to the office about this issue and it has been agreed that messages of this nature will be passed to the teacher in real time and not via email.
- c. School trips - when parents volunteer can the school please respond as soon as possible to allow them to make arrangements. Even just an acknowledgement that their offer has been received?
CG advised that Mrs Lubbock Smith is working on this and that future requests for help will have a deadline to volunteer and a deadline for when the school will confirm back to parents if they are required.

CG advised that for future school trips it's likely that parent volunteers will need to be DBS checked which will impact on who can volunteer.

7. Communication (channels)

- a. Can more child specific info be shared via MM or acknowledgment of their scrap books, notification if there's something Google classroom (I appreciate this is all hard with 30 in a class)

CG said that there is a balance of time spent by teachers on sending MM messages and teaching the children. With school staffing ratios, they are simply too big to share specific feedback every week for each child.

MM is being used to share weekly summaries of learning and learning behaviours from the SLT.

- b. The MarvellousMe app. Calendar link not working.
CG to speak to MM regarding the link issue.
- c. Too many channels of communication.
CG advised that there is a comms working group, made up of parent reps and school reps to look at this, the challenge is striking a balance that suits the majority of parents.

Reminder of channels at their uses can be found below:

Communication / resources	Primary use
Marvellous me	Used by class teacher to share learning specific updates and information (such as what the class have been doing) and to share individual achievements. It is also used for urgent/ emergency notifications to share messages as quickly as possible i.e., Covid related
Weekly communication	An important weekly read that comes out on a Friday PM, includes key information for coming week (and further ahead), general updates and information, references the letters that have been released that week.
Letters	When a more detailed explanation is needed (too long for weekly comms) or an important update.
Phone call (02380 771434)	Parents/carers to call to report absence, the school will call parents/carers of injury/illness child or at other times when required
Email (office@shirleyschools.co.uk)	Please email the office with subject FAO "Class Teacher". This could be to ask a specific question about your child or request a call from the teacher. The school appreciate that parents do not currently have the opportunity to ask a quick question at the classroom door, so please do not hesitate to send an email.
Google Classrooms	Remote learning platform for when required. Will also be utilised for other reasons when of use such as video calls parents evening.
My Child at School (MCAS)	Online payment for trips (not currently rolled out to Year R)
Facebook / WhatsApp / Messenger groups	These are sometimes used by parents / carers / FOSIS etc to help as additional reminders and parent/carer peer support. They are not run by the school and any info or details that is directly school driven/related will have been

	included in weekly communications or one of above.
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Please use the following links to access helpful guides related to Google Classroom:

Parents Guide to Google Classroom -

https://www.shirleyinfantschool.org.uk/_site/data/files/documents/0DA7D2668487F53E95814425BEE01FEB.pdf

Setting Up Notifications on Google Classroom -

https://www.shirleyinfantschool.org.uk/_site/data/files/documents/052E75331E9F60B8D6BDE9966120045E.pdf

- d. Can we have more quick links which can be useful please. Like the dinner menu?

LW checked the website that day and the dinner menu was working on phones and other devices, however the menu reloaded that day as a PDF to be extra sure.

8. Other

- a. **FOSIS Spending** – a couple of requests to share a breakdown of monies raised / items bought.

LP commented that this information had been included in early January in weekly comms but acknowledged that the frequency of this information could increase so parents are more aware of what has been raised and bought with the money.

- b. **Bike Shed** - is there an update on when we will be able to use the bike shed again? Can this be made a priority?

CG advised that it's high on the list. The bike shed is damaged and there are plans to relocate it as part of broader plans for the outdoor space. CG mentioned the funding received from Toyota. JJ confirmed the money had been received by FOSIS. MC to speak to Alistair Rutt (FOSIS Treasurer) to see if some of the funds could be allocated to the bike shed repairs.

- c. **Christmas DVDs** - problem with watching the DVDs from Christmas. could this be private YouTube link instead?

CG advised that if the videos were to be hosted on YouTube it would mean that around 30% of children wouldn't be able to participate due to safeguarding reasons. CG added that they are looking if they can host on Google Classroom as it's a secure platform and acknowledged that DVDs were not ideal for many.

- d. **After school clubs** - it would be good to have some after school clubs that aren't sports based, not all children like sport.

CG advised that many non-sport clubs have stopped and providers aren't running them any more, adding that it was a real challenge to find anyone. LW asked if anyone has any links to groups that would be interested in doing something in school then please email the office.

- e. **Class chairs** - parents concerned re children reporting chairs being thrown in class (Woodpeckers) and having to evacuate. What is being done to address this behaviour and support the whole class to cope with this?

LW advised that there was a lot of support in place for that class, hopefully it has not been reported since. LW acknowledged that it can be challenging when there are different needs within a class with a lot of time spent on PSHE and circle time so the children can share and talk about anything.

JJ added that perhaps the parent who contacted wasn't aware of the procedure to evacuate.

LW confirmed that in that circumstance an evacuation is always the safest approach to break the situation and is detailed in the school risk assessment. She added that the SLT were always on hand to support the children.

LW added that if parents are still concerned then please contact the office.

- f. **School meals** - can it be changed so that school meals offered are all hot meals in order to ensure all children are getting a hot meal? Often children choose the sandwich option just to get a yo-yo card. If cold option is here to stay could different puddings be used instead?

LW advised that the cold dinner option was introduced based on parent feedback.

CG added that if parents had concerns to speak to their class teacher who can look to guide the child to choose the hot option. CG also advised that she has asked the supplier to remove the YoYo bear pudding option completely.

- g. **Dress up days** - dress up days - do we need all of these? There seems to be a lot and some children dread these type of days. On the other hand other children absolutely love it and can't wait for the next one.

LW said that they had reviewed the dress up days but would take another look. MC commented that there were no dress up days for Year R and they were the most likely the most enthusiastic group of children wanted to dress up.

LW agreed that giving the choice was a good balance.

- h. **Leaf committee** - any update on the leaf committee mentioned at last meeting.

GG kindly offered to take on the leaf committee. It was also suggested that one of the Tidy Up days could be schedule for October / November to support the leaf efforts!

Actions from March 2022 meeting

Item No.	Action	Responsible	Comments	Complete
5C	LW to look into what Year R learning targets have been shared	LW		
6A	KD to speak to parents who voiced issues with messages not being replied to. Asking them to contact LW or CG so they can investigate the specific issue	KD		
7B	CG to speak to MarvellousMe regarding calendar link	CG		
7C	Promote Google classroom guides to parents	All Class Reps		

8B	MC to speak to Alistair Rutt regarding the use of Toyota funding to fix the bike shed	MC	FOSIS meeting arranged	
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