



Academy Principal: Mr O Winstone NPQH  
Executive Lead: Mrs S Young NPQEL

**Parent Forum meeting**  
**Date: Tuesday 18<sup>th</sup> October**  
**Time: 4pm**

Chaired: Oliver Winstone

Attendees:

Kirstin	Yes
Stephanie	Yes
Cheryl	Yes
Daksha	Yes
Toni	Yes
Karen	
Stephanie	Yes
Rachel	Yes
Vikki	Sent apologies
Tracy	
Michelle	Yes
Victoria	Yes

**What, So what, now what Rolfe reflection model?**

Professor Gary Rolfe and colleagues (2001) describe another useful framework for self-reflection in their book 'Framework for Reflective Practice'. It's **based around three simple questions: What? – describe a particular situation, then focus on achievements, consequences, responses, feelings and any problems.**



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### Parent Forum Code of Conduct 2021-22

- I will raise issues in a professional and constructive manner.
- I will attend meetings half-termly and where this is not possible, will email Mr Winstone to notify of an absence.
- I will keep information about individuals confidential.
- I will not use the role to raise my individual needs.
- I am happy for my personal email to be shared across the school.

Please understand that if you breach the Parent Forum Code of Conduct, the school will have the right to remove you from the role of Parent Forum Representative.

WHAT...	SO WHAT...	NOW WHAT...
QUESTIONS	RESPONSES	ACTIONS
<b>Woodpeckers</b>		
No questions submitted		
<b>Robins</b>		
<i>Why are there no extra curricular activities for the reception children</i>	REC children have been settling in well to school. Reception Baseline (statutory assessment) is the early focus for AUT 1 as this needs to be completed for all pupils in the first 6 weeks.	Educational visits will be happening later on in the Year when children are more familiar with adults and expectations outside of school setting.  To explore options for REC pupils for after school clubs.
<b>Kingfishers &amp; Doves</b>		
<i>All homework is now online rather than being sent out in homework books - it is not always convenient to access online work and it would be easier to have the return of homework books.</i>	Digital age needs to be kept up with as well as reducing the use of paper, books and other resources. Homework does not need to be completed on line, only submitted.	Mr Winstone to send out expectations for homework next half-term. <b>ACTION 1</b>
<i>Homework – no feedback given on any homework submitted through google classroom.</i>	All homework attempts need to have a written comment from class teacher each week. Some celebrations happen in class.	SLT to check and update staff about expectations. <b>ACTION 2</b>
<i>Spellings – it would be good for parents to be given feedback as to how their child did in the weekly spelling test so they can understand what, if any, they got</i>	Weekly spelling test scores are shared with all pupils and we encourage them to go home with their scores. Teachers record scores to adapt teaching.	Phase leaders to ensure all scores are recorded by children in their reading records. <b>ACTION 3</b>

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<p>wrong and further support their learning.</p> <p>Email communication should be staggered, many parents find themselves receiving multiple emails on one day, which is duplicated if you have siblings in the school.</p> <p>Substitute teachers – it would be good to be informed when a teacher is off for an extended period and ideally the name of who is covering the class as the little one's don't always pick up on the name of the new teacher.</p> <p>Really enjoy the weekly newsletter, it is good to see what the school has been up to during the week. Good place to highlight upcoming dates/events/reminders.</p>	<p>All emails that are sent are considered relevant and as such are sent as and when needed.</p> <p>Where appropriate and where able to (GDPR), we notify parents of longer term plans. We don't always know names on booking and this can change quite quickly. We do everything we can to reduce the amount of supply teachers.</p>	<p>Office to consider/communicate when sending emails.</p>
<p><b>Starlings</b></p>		
<p>Google Classroom - great to see this is now being used. However, it's clunky and not well organised. Please can there be sections so that for example, spellings are all in one place, maths h/w is in one place, we can upload evidence of homework info one place etc. We know it can be done because it worked during lockdown! But trawling through a stream of unorganised uploads and messages is time consuming and things easily missed.</p> <p>At meet the teacher a presentation was shared with parents showing an overview of the year 2 curriculum, we were told this would be uploaded to Google classroom.</p>	<p>Google classroom is a great tool when used effectively. There has been clear guidance sent out to parents regarding how to access and use the tool.</p> <p>This should have been shared and all teachers have now be reminded about this. Website information is still being developed and updated</p>	<p>Mr Winstone to send out reminder to staff about organising next half term's homework, ensuring it has easy access.</p>

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<p><i>When can we expect this to happen? (Also the Curriculum on the school website doesn't match what we were shown)</i></p> <p><i>Will parents receive feedback on homework from teachers and if not is there any purpose to completing it? The majority of parents preferred the layout last year where the kids were given a set task every week.</i></p> <p><i>Little to no communication with regards to Dojos's and No-jo's that children receive. We would like to be made aware of what our child receives so we can encourage &amp; praise good behaviour when necessary.</i></p> <p><i>Children are working so hard learning their spellings &amp; they either don't have the test &amp; parents aren't aware of how the spelling test went. Could the children bring home their test book each week? When the children were bringing home their homework books, they had the test results in the back which was great as we could see what words the children still needed to learn.</i></p> <p><i>Communication in general - how are messages sent? On Google Classroom? Via word of mouth in the hope it will reach us via our amazing WhatsApp's? Nobody knew officially about the lack of parent volunteers for Friday's trip - if this had come out officially, we could have known in advance.</i></p>	<p>and will differ from live/up to date documents being sent out.</p> <p>(see above comments)</p> <p>Class dojo is being used in every classroom and has been sent out on newsletter regarding the approach. It is also referenced in behaviour policy on line.</p> <p>Spelling tests should happen each week and if this is not happening, please inform the class teacher of your worries ASAP.</p> <p>BromComm is used for main point of communication. Where appropriate to classes, occasionally Google classroom will be used. There has never been a word of mouth approach or use of WhatsApp.</p>	<p>Teachers to ensure they are celebrating positives more.</p> <p>Staff to encourage children to record their spelling test score in their reading record.</p> <p><b>ACTION 4</b></p> <p>All communication involving volunteers/responses will come via the school office/BromComm.</p>
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<p><i>Observation from a fellow teacher (who is a parent) - put together a termly overview of diary dates which include dress up and awareness days so we have an overview of the whole term - bonus if for longer than a term as certain dates don't change! Not only will this help parents to plan (and hopefully not forget!) but it will help staff ensure information is sent out with plenty of notice for themselves too! Also prevents clashes etc.</i></p> <p><i>The details given out with bromcom, not all school upload student academic /report levels. Just wondered whether Holy trinity would be doing this or not?</i></p> <p><i>When will the class rota for the book bus be shared? Has this been implemented yet?</i></p> <p><i>I wanted to ask how we could best support our children with advancing their Maths and English/literacy skills at home outside of the maths homework, reading daily and spellings- are there any resources they can recommend or point us to? Is purple Mash the best place for this maybe?</i></p> <p><i>What are the plans for maternity cover for our class? Also regarding a seamless handover and consistency/stability for our children.</i></p>	<p>Main dates are shared but notice (where able to) will be given for dress up days, theme days, etc.</p> <p>The plan currently, is to use BromComm for daily correspondence, registers, information keeping and accidents.</p> <p>Yes. PTA team are working on this over half-term and it will be used for reading for pleasure.</p> <p>Purple Mash is a great teaching and learning resource. PiXL assessments give a RAG rating of what children could achieved in a test condition. Gives a breakdown of all areas of the curriculum tested.</p> <p>Currently being explored.</p>	<p>BromComm has further potentials for assessment, reports, SG and other areas which will be explored by the Trust Leadership.</p> <p>Volunteers are all welcome – please contact the PTA.</p> <p>Phase leaders to ensure RAG rating sheets are shared with classes once assessment data has been complete. <b>ACTION 5</b></p> <p>Priorities:</p> <ul style="list-style-type: none"> <li>• High quality</li> <li>• Handover</li> <li>• Stability</li> </ul>
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**Sparrows**

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<p>Spellings – are we able to see how they have got on so we can practice words they have got wrong. Spellings – are we able to get the words for the upcoming weeks?</p> <p>Google Classroom – Is it possible to be uniformed on the way its being used across all classes</p> <p>Reading/Library – what plans do we have for the book bus which is not currently used</p> <p>Golden Time reward – Any chance this can be reinstated on maybe a Friday afternoon based around the DOJOs?</p> <p>Why is Year 2 PE days not run by Mr B, when we have a dedicated PE teacher at the school.</p> <p>The split teachers is working seamlessly which hasn't always been the case in previous classes</p>	<p>All spellings should be available on Google Classroom.</p> <p>(see above/below)</p> <p>(see above/below)</p> <p>This was initially used to help with return after COVID. Timetables are now packed that it cannot be fitted in.</p> <p>Mr B only works 3 days a week so we cannot possibly fit this in. Also he is a teacher, not just sports.</p>	<p>Spellings to be set termly to be explored by Mrs Gill.</p> <p>Format must be checked before setting/uploaded. How do we 'mark' physical projects which are returned.</p> <p>We have got planned that midway through the year, Mrs Cooper and Mr B swap cover so that younger children get PE sessions (Mr B) and older children get Music sessions (Mrs Cooper).</p>
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#### Blue Jays

No questions submitted

#### Owls

<p><i>Google classroom seems to take the onus away from the children being responsible for homework books etc to the adults uploading. There is also not one central place</i></p> <p><i>Communication has improved however it is still not the best especially if you have more than one child emails are sent specific to</i></p>	<p>(see previous) Emphasis on SET online – not COMPLETEING online</p> <p>If you are receiving an email, it is relevant to that pupil/class only. Mr Winstone explored the AT reference but could not find this.</p>	<p>Mr Winstone to send out expectations for homework. <b>ACTION 1</b></p>
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one Child / year/ Class. A letter was sent regarding Scarlett fever (from Mr Twyman) but no reference to what year group or class.		
Hawks		
No questions submitted		
Falcons		
Book Bus - The children has advised they have not yet been back into the book bus	See above.	PTA would love more volunteers for WEDS of half-term (26/10/22)
Communication - please can we have more notice where possible, some parents have stopped receiving emails since the move to the new system	There have been lots of teething issues and we have been working with Trust and BromComm to solve issues.	Parents to contact school office for technical support. It is essential that all parents/guardians have access to this.
Google classroom for homework - having everything on screens can be difficult when more than 1 child and also handwriting standards could fall	(see previous) Emphasis on SET online – not COMPLETING online.	Mr Winstone to send out expectations for homework. ACTION 1
IT equipment (appreciate costs etc) most kids have tablets / touch screen but their testing will be on Keyboards so could put them at a disadvantage as having to find keys etc.	Unclear – to be further discussed at meeting. Timestables testing – Year 4 have sessions on build up to testing so that they can be familiar with the software/hardware.	
Kestrels		
No questions submitted		
Eagles		
My main question is trip related: i.e. Belgium and Isle of Wight They need a payment plan in place asap, so we don't have to make 3/4 big payments like we did with Sayers Croft.	This has been address already. Year 6 parent contacted Mr Winstone on behalf of all parents. Letter sent out last week.	Where possible, payment plans would be considered for residential.
2) Could you please query how they are justifying only having a SENCo for 2 days this year? The	More formal issue	



<p>previous person was 3 days which wasn't enough</p> <p>3) Can you raise the issue of the million apps we seem to need to have to check daily and input into. I'm losing track of what is what and haven't got enough time to always check them all. Is it Uber reads or just this new one we got emailed today for reading (for example)? What is purple mash, haven't even had a chance to check that yet.</p> <p>4) When the School Office send out letters about a person in a class having e.g Scarlett Fever, Impetigo etc. Could they please put what year this is for because if you have more than one child at the school you don't know which child it is applicable to. All it says is 'your child's year' or 'your child's class'.</p> <p>5) Also, could the children have a lesson on how to use Google Classroom? How to save work, retrieve it, to add something or change something. How to send to the teacher and know it has gone to the teacher. Just the basics but everything they need to know. They are the ones using it. Both the above so frustrating I've lost two maths homework we saved them and thought they sent but can't find them.</p> <p>6) Gate Security – it may have been fixed before this meeting.</p>	<p>Uber Reads App – unaware of this being used</p> <p>Oxford Reading Buddy – this is the most important/relevant one being trialled in Year 6.</p> <p>Purple Mash is a great teaching and learning resource. Mrs Casizzi sent out guidance.</p> <p>These should be sent out directly to those classes so if you are receiving the email, it is for that child's class only.</p> <p>Mrs Casizzi has sent out a user guidance but will work with all staff to ensure assignments are being set so they can be 'turned-in' more easily.</p> <p>A grandparent collecting child from dance class, accidentally hit the barriers causing over £3000 worth of damage. After waiting for</p>	<p>Computing lead to resend guidance for Purple Mash <b>ACTION 6</b></p> <p>To work with office to see if they can explore the 'Announcement' feature on BromComm.</p> <p>Staff training on 02/11/22 <b>ACTION 7</b></p>
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	parents, we have this book in for 19/10/22 to be repaired.	
<b>Phoenix</b>		
<p><i>PE days</i> <i>Can a text or some communication be sent out if the days should change at short notice.</i></p> <p><i>Using iPads for reading:</i> <i>Will the child be marked down/told off if they were unable to read on their ipad (Oxford Reading) as we understand this is being monitored by the teacher.</i> <i>Can they just pick up a book and note this down in their reading record?</i></p> <p><i>Funding:</i> <i>The school asks for a contribution from parents when they join / yearly.</i> <i>The yearly donation parents are asked to make to the school.... We would like to know how much money is donated each year and a breakdown of what the money has been or will be spent on?</i></p> <p><i>Play times:</i> <i>Equipment children are allowed to use/play with?</i> <i>Does the school require extra equipment for play time activities, if so can we have a list to source / ask the PTA to contribute towards?</i></p> <p><i>Google Classroom:</i> <i>Can the teachers be uniformed in their approach to using Google classroom?</i></p>	<p>This only happens in the event of staff having to be moved around due to absence. We aim to avoid this. Teachers should be sending out correspondence when known.</p> <p>Whilst the Reading Buddy will be the main focus, of course we would actively encourage children to read 'real' books.</p> <p>Expectation = reading every day</p> <p>Unsure about how this is paid and have checked with Trust Finance Team – awaiting response as of 17.10.22</p> <p>To be removed from Welcome Pack for EYFS.</p> <p>No equipment in morning due to time – encourage children to 'play'. Trim Trail is timetabled Year 2 – 6, with year 1 extra play PM. Equipment is also weather dependent.</p> <p>(see above)</p>	<p>Not acceptable for children to be sharing the message or late notice (i.e. night before). General Issue.</p> <p>The introduction of Reading Buddy helps us to set correct challenge of books and track daily reading and comprehension.</p> <p>Mrs Gill will be contacting all parents</p> <p>Mr Winstone to give update on this once received. <b>ACTION 8</b></p> <p>Sports premium is used effectively to by new equipment each year. Skipping ropes, balls, hoops, etc.</p> <p>Mr Winstone to send out reminder to staff about organising next half term's homework, ensuring it has easy access.</p>



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<p><i>Spellings - are we able to see how they get on? What spellings did they get incorrect so we can work on these...</i></p> <p><i>High energy costs: As a school are we able to get help from the government?</i></p> <p><i>The Daily Mile: Seen advertised - is our school thinking about taking part in this?</i></p> <p><i>Lots of comments RE Bromcom. There are no messages listed on it and the only time we have used it is to book parents' evenings. Parents are confused whether they are still use other apps or not. There are also still problems paying for trips and school dinners so will be made easier too? Will there be a central app for everything?</i></p>	<p>Most of the academies within the Trust are locked in for 2 years to their prices.</p> <p>Mr Winstone will ask Mr Nutting to explore and feedback.</p> <p>We encourage parents to come to us with any issues as we can then be aware of the issues to work with BromComm/Trust Leadership Team.</p> <p>BromComm will eventually be used for the vast majority of school based</p>	
<p>We really appreciate the time and effort from all representatives in gathering views and opinions. This helps the school move in a positive direction.</p> <p><b>We welcome ideas and comments on what is working well also.</b></p>		
<p>AOB?</p> <ul style="list-style-type: none"> <li>Guitar lessons – Mrs Cooper is working with Bexley Music and 'Ben'</li> </ul>		

To be explored by Year 6 group:

Good Morning

Sorry for late reply

- Hoodies with logo and LEAVERS 23 ON THE BACK are £14
- Hoodies with logo and leavers 23 with children's names in the 23 are £16 but this would have to be a bulk order to keep the price as it's a special print with names in.

All prices are plus vat for adult size

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Let me know and we can start stocking now for parents if they want them

Bridgette  
**Caseysschoolwear LTD**  
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