

Minutes Communication Group Meeting 2

Friday 6th May 2022

Attendees: Miss V Buckland, (Headteacher) Mrs C Roberts (Office Manager) Lisa, Lorraine, Gemma, Natalie, Anna and Wendy.

Apologies:- Jodie (feedback from year group has been emailed in, so points can be discussed at the meeting)

Minute No	Details
2	<p>Welcome and Apologies Miss Buckland thanked everyone attending this afternoon and asked everyone to introduce themselves.</p>
2.1	<p><u>Homework</u> The first point raised was regarding homework and how it is given out. Some homework is given out on slips of paper, other year groups email it out and it is on the website, some have sheets of paper in their book bags. It was also raised that some photocopies are unclear and have been printed in black and white and they really needed to be in colour. Additionally it was raised that sometime homework is repeated and parents would like to know how their child did with the spelling tests so they could work on the ones they didn't get. Was there any possibility of a spelling pads to help with this? From this, it appears that there are some inconsistency.</p> <p>Action: - to ensure all homework is emailed out to parents and put on the website, under each year group and that photocopies are clear and coloured copies used when needed. No repetition unless revision. By Friday 20th May</p>
2.2	<p><u>Understanding Methods</u> A general concern raised was understanding the methods used for example in maths, how long division is taught. Miss Buckland explained that the information is on the website under Calculation Policy. The parents asked if it could be put on year group pages as they wouldn't have looked under policies for this.</p> <p>Action: - to arrange a "How to Page" for the website clearly showing how maths is taught. By Friday 20th May</p>

2.3	<p><u>Recommended Reads</u></p> <p>There was varies discussions on this as to where they were for parents to find? It was raised that some parents have been to the library to get copies and the library didn't have any copies or they were all out. It was suggested that perhaps a book swop could be set up. Some parents already do this, and some have used the facebook pages to swop/buy books. The question was asked where this list came from and Miss Buckland said it was a national list that school use.</p> <p>Action – to ensure all year groups recommended reads were on the website and to be emailed out to parents again by Friday 20th May 2022. The office to send a copy of the recommended reads to local libraries to ensure they have copies in for children to borrow by July 2022. To send the lists out to all parents in September 2022.</p>
2.4	<p><u>Trips and Residentials</u></p> <p>The question was raised about in person meetings for residential as there was not one for year 4 Hooke this year. It was also asked if the newsletter could be tailored to year groups for trips so they could be reminded of deadlines for payment etc.</p> <p>Action- to arrange an in person meeting for the year 6 residential taking place in July 2022 and the one in October 2022.</p>
2.5	<p><u>Parent Evenings and viewing children's work</u></p> <p>The question was raised about parents evening and being able to view their children's books.</p> <p>Action - Miss Buckland confirmed that 2 parents evening have been arranged 28th and 30th June and will be organised a little differently that previously. The meeting will be held in the 2 halls, with a 10 minutes to discuss academic progress with the teacher and then parents will be able to view their child's work. (due to GDPR we cannot leave books outside the classroom.)</p>
2.6	<p><u>Outcomes, sports day, - diary dates</u></p> <p>The question was raised of not being given enough notice of events, so that working parents can try to get time off work was raised. Further to this it was asked if there could be an on line calendar or list of diary dates given out at the start of the academic year? It was also raised the short notice given when some clubs have been cancelled on the day.</p> <p>Action - Miss Buckland appreciated the difficulty for working parents but moving forward a list of dates would be published at the start of the academic year as in previous years before COVID. Unfortunately sometimes a club has to be cancelled due to sickness and cover is not available. On last day of this term the children will be celebrating the Platinum Jubilee with a whole school lunch which has been previously been communicated in a newsletter.</p>

2.7	<p><u>Awards and achievements</u> On the whole parents are confused over the various awards systems from year r to Year 6 and also disappointed that some children never seen to get recognised however hard they work. Parents asked if there could be rewards/certificates for special moments that could be sent home, not necessarily academic achievements but eg “thank you for, your help was amazing”</p> <p>Action – The current awards system Miss Buckland inherited when she came 3 years ago and this is something that the leadership will be reviewing to ensure consistency throughout the school and that pupils and parents clearly understand. The review will be completed by July 2022 in preparation for the new academic year</p>
2.8	<p><u>School – virtual tour</u> A request was made to see if it was possible for there to be a virtual tour of the school, perhaps led by child/adult on the website to help parents.</p> <p>Action – this is something that can be looked into and perhaps further developed at the next meeting when we look and focus on the website</p>
2.9	<p><u>Newsletter</u> There was a discussion around the newsletter, its content and how it could be used for specific year groups, reminders of deadlines, outcomes, trips etc. It was also raised that there were some inconsistency in it. It was suggested that perhaps a photo of new staff could be added as well as their names, to help parents know who was who, as visual are always helpful. A parent also suggested that the newsletter could be used for “Special features” or “Shout Outs” for pupils that had been particularly polite or kind etc. To add links to the website to help parents find homework, policies etc</p> <p>Action – all comments were taken on board and will be looked at to help improve communication. It may be that a whole meeting is dedicated to the newsletter and to look at other schools to see what they offer and how Hill View’s can be improved.</p>
2.10	<p><u>Pupil progress</u> A parent raised that if a child is struggling in school that they shouldn’t find this out in the report and why hasn’t the teacher spoken to them earlier in the year?</p> <p>Action – Miss Buckland asked if they could speak to the parent concerned and ask them to speak to her directly so she could follow this up. A teacher should speak to a parent if they have a concern regarding a child’s progress. If a parent is concerned about the progress in their child’s report again they should speak to the teacher.</p>
2.11	<p><u>Direct email for teachers, marvellous me app</u> It was asked if parents could have direct emails for teachers to make it easier to contact them or would it be possible for the school to use the “Marvellous me App” that other schools use.</p>

Actions
Agreed
Questions

	<p>Action – At present the school will continue with the current process. Regarding the Marvellous Me App no-one around the table had ever used it or sure of its content, costs etc. but perhaps this is something that could be explored in time.</p>
<p>2.12</p>	<p><u>Telephone Message</u> The message on the telephone was raised as it is very quiet and not very clear, could this be updated?</p> <p>Action – Mrs Roberts said that she would look into how to change this with the telephone company. By Friday 10th June 2022</p>
	<p><u>Next Meeting</u></p> <p>The next meeting was set for Friday 10th June at 2.30pm where the website will be discussed. Miss Buckland sends her apologies in advance as she has a meeting in Plymouth but Mr Winthorpe, deputy headteacher will be attending and he deals with the school website.</p> <p>Parents to ask their year groups for feedback on the website and helpful suggestions.</p> <p>Miss Buckland thanked everyone for attending</p>