

**Chandos Primary School**

**Parent Forum**

**Friday 27th April 2018**

**Minutes**

**Present:** Mr Allan - HT,  
Ms Kaur - Parent/Pupil Link Worker,  
Mrs Hassan - translation support  
13 parents with children in classes from Nursery to Year 6

**1) Welcome/Introduction**

Mr Allan welcomed all to the meeting, especially new parents to the group. We reminded ourselves of our code of conduct, a copy of which was shared with everyone.

Focus of discussions were:

- To review adjustments to the Behaviour Policy, recently reviewed by staff
- To give feedback on new pupil report format

**2) Behaviour Policy**

JA shared a much simplified model for the behaviour policy, reduced to 5 pages. It focuses on the expectations of all children, parents and staff to ensure children understand their responsibilities and the choices they make. A clear framework breaks down the rewards and sanctions that are used to manage behaviour. Reference was also made to the role of the pastoral team to manage and follow up on more needy children when required.

The response from parents was positive. They said they could easily understand the document. It matched the school ethos and the school rules. Suggestions included ensuring all parents have a copy and it is discussed with new families to the school.

JA explained that it would be placed on the school website, where anyone can access it. On request paper copies can be shared. It will be included in the induction pack for all new families to school.

### **3) School Reports**

JA clarified the requirement of all schools to formally report to all parents regarding the progress and attainment their children have gained within the school year. There has been little change to the report format over the last 4-5 years. JA explained that he felt there was a lot of written information in current reports that simply repeated what was in the national and school curriculum documents. He was aware that many parents had English as an additional language and wanted to make the pupil information as accessible and easy to understand as possible. As a result an adjusted report format has been developed. The pupil performance and attendance is clearly presented in a colour coded chart. There are then brief comments for parents on their child's engagement in learning and advice on how parents can help at home. The completed document is on one page.

Parents liked the new format. It was simpler and easier to understand, yet contained all the important information.

Questions were asked whether additional information for Year 2 and 6 would be included in light of SATs tests. JA explained that the teacher assessments and test scores would be presented as an addition to the reports. Year 1 would also have an addition to give feedback regarding Year 1 phonics assessments.

Some parents asked for a brief explanation sheet for the new reports to clarify the new design and what the colours and terminology meant. JA confirmed that this would be prepared to go out with the reports on parents' evening on 11th July

### **4) NEXT MEETING WILL TAKE PLACE ON FRIDAY 22nd June at 9.00am.**

- The agreed focus will be on fundraising opportunities that parents can participate in.

