

Notes of Parents' coffee morning

Notes: Theme - communication	Action
<ul style="list-style-type: none"> We discussed the option of receiving school newsletters and letters being sent by email to parents. Parents thought that this was a good idea but suggested that the emails did not have everyone's email address visible. (recipient undisclosed/blind copy) 	<p>We will look in to gathering email addresses from interested parents and setting up an email system</p>
<ul style="list-style-type: none"> Newsletters will continue to be uploaded to the website but parent would find it useful to have all letters, including those needing a signature placed on the website as they would then know if they had missed a letter. It was also suggested that standard forms, such as holiday forms were placed on the website to enable parents to download and send them into school. 	<p>We will explore the idea of placing all letters sent out from school being uploaded to the website</p>
<ul style="list-style-type: none"> Parents felt that the website was good and found it useful to find information etc. We discussed putting a calendar on the website for dates, this would help parents plan for future events that may be happening in school. 	<p>We will ask the website designer to include a calendar page on the website.</p>
<ul style="list-style-type: none"> It was noted that, at times, parents were not always clear on what some of the terms in class letters meant. This was especially apparent with the use of the term 'appropriate clothing' for school trips that turned out to be school uniform. We discussed that this usually meant appropriate footwear and coats etc. 	<p>Staff will be asked to make wording clear on home communications.</p>
<ul style="list-style-type: none"> Communication in home school reading books was explored and the difference between year groups was explained. It was also noted that parents' comments were valued even if they were not responded to, as they supported the teachers' assessment of the child's reading. 	<p>Discuss differences of recording in reading diaries with staff and ensure that each year group is doing the same thing.</p>
<ul style="list-style-type: none"> Some parents felt less confident with supporting their children with Numeracy. They really appreciated the input on spelling and reading as this helped them support their child at home. We discussed running some short, year group specific, sessions regarding numeracy and this idea was well received. We also considered some placing some ideas about how to help your child at home with reading, writing and numeracy on the website for parents to access when needed. 	<p>Discuss with Numeracy coordinator and class teachers when and how to organise parents numeracy support sessions.</p>

<ul style="list-style-type: none"> Parents noted that the Junior School had canvassed the idea of a breakfast club at the school and wanted to know if we would be involved. CC explained that we would be involved in future discussions about a breakfast club. 	
<ul style="list-style-type: none"> We explained that the parents coffee mornings had to be on Thursdays, as this was Mrs Long's time out of the classroom and the only time in the week when the hall was not being used first thing. We asked parents to explain the reasoning to others who were unable to attend the coffee morning. It was suggested that there was a comment box placed in the hall where parent who were unable to attend to suggest a topic to discuss. Post its were provided for parents to make suggestions about future discussions and these were placed on a display board for CC/TL to take away. 	<p>Create a coffee morning suggestion box in the entrance hall.</p>