

Parent Voice minutes - 22nd November 2022

GDA Gareth Davies - Headteacher
COH Ceri Ohana - Assistant Headteacher

[Last Meeting Minutes](#)

Item	Discussion	Action
<p>Last meeting actions</p>	<p>ClassCharts guides: These have been sent out to parents by Mr Davies in a previous weekly update.</p> <p>Communication solutions for missed calls: This has been discussed at senior leadership level and we currently don't have a solution as for reasons discussed at the meeting I do not want staff having direct external lines. I think it is about managing expectations and emphasising if a message is very important the school will communicate in every way it can.</p> <p>Cucina till logs: GDA now meets termly with Cucina's regional manager and has flagged this issue up. Cucina will monitor this but we believe a resolution is more likely when we change our till providers which is a contract the school manages.</p> <p>FRIENDS: The meeting is next week - on Monday 28th November. Thank you to all the parents who have already confirmed their attendance.</p>	
<p>Planners</p>	<p>Notes section of planners is too small for parents to write notes into planners.</p> <p>GDA: Planners are not fit for purpose at the moment. We are reviewing these for next academic year.</p> <p>Do lost planners need to be paid for and replaced? To be confirmed with the senior team.</p> <p>Linking to Period 1 checks (which planners are part of) - will reading books be part of period 1 checks, as it makes reading punitive, rather than positive.</p> <p>When are reading books used in the school day?</p> <p>GDA: Tutor time or potentially at the end of lessons. We want the students to have a reading book and foster a love of reading. But currently exploring how best to approach this as a school.</p>	<p>To discuss at SLT the purpose of planners going forward</p>

	<p>Reading is key to help access the whole curriculum and it is an important focus for the school.</p>	
<p>Timetable changes (teacher changes) + supply teachers</p>	<p>Year 10 English classes have been mixed around - this was not communicated with home. The same issue occurred in Year 7 with Science. Parents would appreciate communication home when there are changes with classes/teachers.</p> <p>GDA: Agrees that this could be communicated with home more clearly.</p> <p>The school does have to think about the balance between when is the right time to communicate surrounding staffing changes.</p> <p>Will introduce letters at the start of term to highlight staff changes, when appropriate.</p> <p>Concerns around trainee/supply teacher in Maths - student asked a question and was told to ask another teacher next lesson.</p>	<p>GDA will look into Year 10 changes in English</p>
<p>Homework consistency</p>	<p>How is homework monitored in Key Stage 4 - there seems to be differences in the level required within the same subject.</p> <p>GDA: CL complete learning walks in the department. One parent has twins children in different groups - see the difference -</p>	
<p>Communication between parents and teachers</p>	<p>Issues surrounding office emails not going to the correct place.</p> <p>Concerns over sensitive information included in the email being read by the office manager and then being forwarded to the wrong person.</p> <p>GDA: This is to be discussed individually, but this should not have happened.</p> <p>If you have a particular/sensitive issue, how is this best communicated to school?</p> <p>GDA: Generally the best person to speak to is the student's Head of Year, who then may communicate with the pastoral team.</p> <p>However, up to parental preference surrounding the level of detail included in the email or whether a phone call is required for further details.</p> <p>Mr Davies has been monitoring the office emails inbox, as some messages from parents (a minority) had the wrong tone, particularly when</p>	<p>GDA to look into why communication was sent to the incorrect member of staff</p> <p>AAS look at deadlines/structure of communication - some messages disappear. Look into an archive.</p>

	<p>communicating an issue for the first time. Appreciates that situations can be emotive, but please consider the tone of communication with the school.</p> <p>Use of ClassCharts to communicate with home: Overall, this is positively received. However, some messages disappear and cannot be accessed again. Could an archive be created for parents?</p> <p>Letters can be accessed in downloads on the device the letter was originally read on.</p>	
Use of warnings for study related questions	<p>Students receiving sanctions for talking about the work.</p> <p>GDA: Please contact the Maths faculty to discuss this further.</p> <p>Another concern with Maths - students receiving warnings/detention in Maths, which seem unfair.</p> <p>GDA: Will speak to the Maths faculty.</p>	GDA to speak to the Maths faculty to find out about concerns.
Maths assessments	<p>Teacher gave students assessment topics, which had not been covered in class. Students felt pressure to complete revision over half term.</p>	GDA to speak to the Maths faculty
AOB	<p>H/W - for Yr10 - reduced h/w be aware the students have a PPE coming up.</p>	
	<p>Parents' evening - discussion regarding length of time.</p>	
	<p>LRC - Overly full -</p> <p>Times of the school day -</p>	
	<p>E7 bus on strike - We need to let parents know - check the next few weeks which buses - Swakleys were aware.</p> <p>Above and Beyond - How does it work for children who didn't get their place - We need to get communication to let them know they have got the list.</p> <p>Chef's club - how are we working this out. - We need to make sure there.</p> <p>Sports clubs - can you just turn up?</p> <p>English h/w in Yr 7 - Educake - no written h/w in yr</p>	COH to feedback about A&B permissions

	<p>7. What is happening there - then two assessments story and article - GDA to discuss with RHI</p> <p>English and maths - issues throughout the night. English book not great</p> <p>BTEC meeting 20 mins - parents had specific questions on sport and health and social care.</p> <p>What was in the letter was pretty much what was explained.</p> <p>Thank teachers - who led the Barcelona and Rome trip - thank you to the teachers who led.</p> <p>Thank the staff - who do shop duty</p>	
Next meeting	February 2023	