

# Minutes of the Parents/carers forum held on Tuesday 7<sup>th</sup> February 2006.

## Learning Resources Centre

**Present:** **Staff:** Mr Brownlow [Deputy Head Curriculum] Mr Kernan [Deputy Head Pastoral]  
Ms Honnor [Learning support Coordinator]  
**Parents/Carers:** Dr Eaton, Mr Pedro, Mr Jones, Mrs Shepherd, Mrs Armstrong, Mrs Lamb,  
Mrs King, Mrs Rishi, Ms Nevin- Drummond, Mr Walcott, Mrs Taner, Mrs Kavanagh, Mrs  
Savjani, Dr Mullen, Mrs Crocker, Mrs Roberts [Chair APFLS]

### Apologies:

#### 1. Welcome

Mr Brownlow welcomed everyone and asked if there were any matters arising.

#### 2. Matters arising from the minutes of previous meetings

- Mr Brownlow brought the forum up to date on the changes made to the school reports. From September 2006 there will be four effort grades:

**1 = consistently above expectation**

**2 = expected effort**

**3 = some lack of effort**

**4 = cause for concern**

These changes will be outlined on the reports. The more detailed departmental criteria for **KS3 Achievement grades** will be available to parents via the intranet from the beginning of the next academic year.

- Mr Brownlow explained that from March 2006 parents will be given access to the intranet. For this academic year it will via a generic access code, but the school is working towards giving parents individual log in numbers and passwords from September 2006. Mr Brownlow explained that once this is done the school would investigate the possibility of making pupil reports available on the intranet. Mr Brownlow asked if the school had a secure site how would parents view paying for e.g. school trips and putting money on lunch cards via the website. Those present thought this would be a very good idea.
- Mr Brownlow explained that Latymer School were not eligible for a designated community police officer. With a view to developing a relationship with local schools Mr Brownlow had attempted to make contact but had not received any response. Contact details e.g. police, MP, etc. and other helpful information with regard to safety were on both the school internet site and intranet. This information would also be in the 2006/7 planners. Mr Brownlow said that the police had been very quick to respond to any incident that had occurred recently. PC Bob Archer will also be visiting the school to talk to the pupils at some point in this academic year.
- Security in the changing rooms was discussed and Mr Brownlow said the cost of lockers was prohibitive and pupils should leave their valuables in their personal lockers. Any incident should be reported to Mr King to allow the situation to be monitored.

#### 3. Homework

- The homework timetable from September 2006 will explain what time is to be allocated to each subject per night.
- Some parents said they found the frequency of marking erratic. Mr Brownlow explained that some subjects use draft books and that the marked work is kept in school. The comments to help the pupils improve may not have been seen by parents.
- Mr Brownlow said that a new marking scheme was to be piloted with the next year 7s where comments/feedback were supplied but no grade would be given as research showed pupils tended to only look at the grade rather than the feedback.
- If children are ill they must check with the teacher if they need to complete the missed work.

- All subjects have their own page in LILE which may prove helpful. There had been a few problems with the intranet but it was hoped that these had now been resolved.
- Homework was felt to get children into good work habits but they were still to be allowed some relaxation time.

#### **4. Healthy Eating**

- A menu from the new dining facility was distributed to those present. Mr Brownlow explained that the school were trying very hard to provide healthy food options for the children. Many of the vending machines had gone. Extra water fountains were in the process of being provided. Those present thought this was a priority for the summer term.
- Ms Honnor explained that the children were being educated about healthy eating through PSHE, Food technology and Science lessons. Ms Honnor also explained that the best policy was everything in moderation but when in school it was better if all junk food was avoided. Although there was no consensus reached regarding sweets and chocolate it was felt that fizzy drinks should not be available in school.
- Feedback from parents was that the new dining facility was proving to be very popular with pupils which made for long queues. Mr Kernan had checked and a variety of food options were still available even towards the end of the lunch hour. Later in the year a whole school questionnaire would be undertaken.
- The catering manager had plans to continually promote and provide a healthier menu. There are plans for a breakfast club in hand. The catering manager intends to show pupils around the kitchen and discuss diet and food preparation as part of the PSHE initiative.
- Mr Brownlow pointed out that the upper school [years 10-13] could go off site, so they would not have any control over the sort of food they purchased.
- Parents requested that there were always two vegetarian options available.

#### **5. Urgent Matters for Discussion**

- Some parents expressed concerns about child protection issues and both Mr Brownlow and Mr Kernan assured parents that rigorous checks were carried out on anyone working at the school.
- Some parents were concerned about the weight of their children's school bags. Mr Brownlow suggested that tutors might talk to the pupils in their tutor groups about work habits and the proper use of lockers.
- Some parents wanted to have more details about the Careers information that was given to pupils and Mr Brownlow will speak to Mr Blane who is in charge of careers advice in the school and possibly invite him to the next meeting.

#### **6. Possible Subjects for Discussion at Future Meetings**

- Parents and pupils: access to and use of LILE

#### **Future Meetings**

- Mr Brownlow suggested **Tuesday 16<sup>th</sup> May 2006 7pm Learning Resources Room** as a date for the extra meeting of the forum and asked all members to indicate if this date was acceptable to them.

Mr Garbett [Head teacher] called in to introduce himself and to thank parents for giving up their time to assist the school and said the school was grateful for their feedback and input.