

Minutes of the Parents/carers forum held on Tuesday 4th July 2006.

Learning Resources Centre

Present:

Staff: Mr Brownlow [BRW] [Deputy Head Curriculum] P Richards [ICT]

Parents/Carers: Mr Pedro, Mr Jones, Mrs Shepherd, Mrs Armstrong, Mrs Rishi, Mrs Savjani, Mrs Vasudevan, Mrs Lamb, Mrs Taner, Mrs King, Ms Nevin-Drummond, 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

- BRW informed the meeting that Mr Longman the catering manager would ensure there was a larger proportion of a whole-wheat sandwich option from September.
- Child Protection – BRW explained that the current procedures were under review and a new policy and procedure would be in place in the near future. BRW stressed that the school do take every care to ensure the safety of the pupils.
- Homework – BRW explained that the homework timetables for each year group would be available on LILE from September 2006.
- Careers- BRW informed the meeting that Mr Wakefield, Head of 6th Form from September, was currently reviewing the current policy and strategies. Mr Wakefield had begun to create a database of ex-pupils, the university and subjects they are studying so that current pupils could contact them for first hand feedback. Those present felt this was a very good idea.
- UCAS – BRW explained the current system of help and support for pupils when going through the application process. He explained that it is recommended that pupils only visit three universities in Year 12 as more visits meant time away from vital lessons.
- BRW thanked Mrs Armstrong for loaning him a booklet produced by another school on this issue and he mentioned that a Latymer version was a work in progress, but would be electronic and not paper based.

3. LILE [Latymer Integrated Learning Environment]

- BRW introduced Paul Richards who was attending the meeting to answer any questions and to seek parental opinion of the system.
- BRW gave a further brief demonstration of the system noting additions to the facility since the last meeting. BRW also mentioned other information which would hopefully be available from September. The consensus of opinion from those present was that though there are still problems at times the system is very impressive.
- BRW also explained that from September there would be an error reporting system for the pupils and it was hoped that this would allow the ICT Dept. to correct problems and to remove glitches in the system quickly.
- Parents asked if it was possible to put a 'timetable' of all the extra curricular activities/clubs on LILE. BRW said that he would look into this and report back at the next meeting.

4. Assessment Policy

- BRW explained that there are two main elements to this a) Assessment of Learning which included the GSR [grade school report.] where the target and effort grades are recorded-this is the system currently in place. BRW explained that a full explanation of the schools grading system will be available on LILE from September. b) Assessment for Learning, this would be in the form of teacher comments on pupils work to indicate how the work could be improved. Recent studies have shown that this form of assessment is more positive and helpful when trying to improve the quality of work. This would also follow on from the system of assessment that was in place in junior schools. Pupils would be able to discuss comments with staff regularly. A pilot scheme involving the new year 7 entrants is to start in

September; it will be closely monitored and evaluated by staff, pupils and parents for effectiveness. If the scheme proves to be successful it will probably be extended to include other year groups. The two assessment methods would then operate together. The criteria which must be evident to achieve specific grades in each subject will be available on LILE via the Year 7 browser. Parents felt that this appeared to be a more pupil centred method of assessment and would help to make the transition from junior school to senior school less stressful.

5. Private Study and 6th Form Lessons

- BRW explained that if lessons were cancelled invariably work was left for the pupils to undertake in the teachers absence. HODs [heads of depts] monitor the number of lesson that were cancelled and it ensure that the pupils were notified about the work they were to complete. Parents expressed concern about the number of lessons that seemed to be cancelled and BRW said he would investigate the matter.
- Private Study - BRW explained that years 10/11 have supervised private study but the same system was not in place for the 6th form as they were felt to be more responsible. Parents expressed concern that even when they had signed the school permission from indicating they wished their child to remain in school it appeared that some pupils did not do so. BRW explained that it was difficult for the school to keep tabs on pupils during private study; younger pupils should not leave school premises as this was truancy but older pupils may do so. It was suggested that wording of the form should be changed to avoid any misunderstandings.

6. Urgent Matters for Discussion

- Water – concern was expressed that 12 months had elapsed and the new water dispensers had not been installed. The parents felt there was little point advocating that water should be regularly consumed during study skills sessions if it was not readily available to them in school. BRW apologised for the delay and will try to ensure that the water situation is resolved by the start of the new term.
- School Calendar – BRW asked those present to look on LILE at the school calendar for 2006-7 and to check it for any inconsistencies or errors and to email him if there were any.
- Speed Limit – Parents expressed concern that the speed limit of 20mph did not seem to be observed by many motorists. BRW will speak to the assigned police officer from the Safer Schools Initiative and report back at the next meeting.
- Buses – it was noted that sometimes bus drivers shut the doors and drive off when it is obvious that pupils wish to catch the bus. The school does have conversations with the bus company but it is difficult for both the school and the company to identify specific drivers. BRW suggested that parents should contact the bus company either by phone or letter to complain.

7. Possible Subjects for Discussion at Future Meetings

- School Trips
- The availability of certain types of unhealthy food.

Future Meetings

Tuesday 14th November 2006 6pm Learning Resources Room