



**Parents' Forum  
8.00 a.m. Friday 26<sup>th</sup> October 2018**

**Attendees:-**

**Mrs Götschel, Headteacher**

**Miss Finucane, Assistant Headteacher – Learning and Achievement**

**Mrs Rolf, Business Support Manager**

**Ms Pearce – Student Support Co-ordinator**

**A total of 7 parents attended.**

ITEM	ACTION
<p><b>1. <u>Updates from School</u></b></p> <p>Mrs Götschel welcomed all to the Parents' Forum .</p> <p>The meeting started with Mrs Götschel apologising for the school having to be closed following the major IT failure. The failure had caused all of the systems, alarms, telephones to fail which then became a major safeguarding issue until it was sorted.</p> <p>Mrs Götschel also talked about the new catering service. The school decided to outsource the catering and went out to tender. Three companies were shortlisted. We had a taster day and school council were involved in the day. Aspen's were appointed and start after October Half Term. They are very keen to work with the students and will be looking for feedback from them.</p> <p>A letter will be sent out after half term as the new Sixth form and Sports block will be officially opened by Preet Kaur Gill MP.</p> <p>Parents' Forums were previously arranged with various starting times in order that as many parents as possible can attend at least some of the sessions. Morning forums were the most popular, so we will continue with this time for the foreseeable future. Everyone was happy with this time.</p>	

1.

**ParentMail**

Mrs Götschel discussed the launch of ParentMail which was disastrous to start with, but the initial problems we had should now be resolved and we are using it as the main communication and payment system, as we have also now become a cashless school.

The group fed back that they really liked ParentMail and found it easy to navigate. The feedback for booking Parents' evening appointments worked well and they were pleasantly surprised at how calm and how well the evening ran following the introduction of the new booking system. They felt that it was much better than previous Parents' evenings. The only concern raised was in relation to staff and them having gaps in appointments and times as they have no control over the booking of appointments. Although through discussions, Parents' were waiting to see staff when there were gaps and they were able to see them at these times.

The group discussed other systems they have used and they advised that they had used School Comms and Jotter, but felt that ParentMail was far superior. They fed back that having the App and email is good for communications and emails.

A discussion then took place with regard to going cashless and payments online. Mrs Götschel explained the rationale behind going cashless in the canteen. With the tight set up in this area and the time available for lunch, going cashless means that the through flow through the tills would be much quicker and the students would have more time to sit and eat their lunch. The new catering company did suggest Bio Metric, which we said categorically no, and the group agreed that this would not have been the best way forward.

Parents raised concerns that the only issue they could foresee with going totally cashless was that not all Parents' would be happy to pay online and may not have the technical knowledge to be able to do this.

Through discussions there were concerns raised that it can take up to two days for any top up to show on lunch cards and there are concerns that they would not get a lunch if the money wasn't showing on the card. There is no warning reminder message sent to Parents, when the money reduces to a certain point, so that they can top up. Ms Pearce is going to look into whether this can be set up on ParentMail. If this is possible we will send an email out via ParentMail to advise parents.

Mrs Götschel assured the parents that they would not see students going without lunch and if their daughter speaks to the Catering Manager, food would be provided.

**COMPLETED**

<p><b>2.</b></p>	<p><b><u>Website</u></b></p> <p>Mrs Götschel started the discussion by letting parents know that we have the news reel which highlights up to date new within school. Something the school is extremely proud of is the news that we are in the Top performing schools. Camp Hill Girls' School was first and second was Lordswood Girls' School which is a fantastic achievement.</p> <p>Miss Finucane , then brought the website up on the main screen for us to all to look through page by page.</p> <p>A discussion took place on the curriculum page. This is updated each year when it is Year 9 options. Parents suggested having a section "How can I help my daughter" this could be a link to exam boards, for the link to include Exam specifications and qualifications. This is to be looked into.</p> <p>One parent asked if rather than having Learning Gateway, could we put a master timetable the website so that Parents can see subjects that are taking place on that day. It was also decided that the Homework Timetable needed to be on the website.</p> <p>There was also the suggestion that the staff list should be put on the website with the staff codes, so that parents could identify which staff they were referring too.</p> <p>Q. Are students aware that they have a Trainee Teacher ?  A. If a lesson is being taken by a Student/Trainee Teacher there will always be a qualified teacher in the room with them. So yes students are aware. We do not use Trainee/Student teachers for Year 11 lessons and they are closely monitored. Parents can ring at any time if there are any concerns.</p>	<p><b>COMPLETED</b></p> <p><b>SIMS Parent app introduced from April 2019</b></p> <p><b>In place by end of November 2018</b></p> <p><b>JGö</b></p>
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<p><b>3.</b></p>	<p><b>Any Other Business</b></p> <p>The question was asked on what extra-Curricular activities were available. There are lots of lunchtime and after school activities available. Notice board is set up in school and it is on the website under Your LGS, Student, Extra Curricular. It was agreed that this should also be under the Parent section as well. Parents were talked through the Extended Learning programme that we offer to Year 7 &amp; Year 8 students. They will undertake at least two sessions.</p> <p>The parents present wanted us to thank staff for the all of the extra-curricular activities available.</p> <p>One of the Parents raised the query that the accelerated reading quiz, cannot be done after 4.00 p.m. It would be really helpful if this can be done outside of school hours and can it be accessed at home. School is to look into this and feedback to parents.</p> <p><b>Q. Is there a policy on how much homework can be given to a Year 7 students?</b></p> <p><b>A. Yes, but we think that some subjects are not always sticking to the timetable. The Homework timetable will be put onto the website and the Headteacher will highlight this in the next staff meeting. The Headteacher suggested that Parents maybe put a line in the book indicated the time that the homework should have been finished by and then staff can see that it has taken them longer to complete.</b></p>	<p><b>COMPLETED</b></p> <p><b>LFi via email of 14<sup>th</sup> November 2018</b></p> <p><b>Length of time will be extended</b></p> <p><b>JGö</b></p>
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