

**Parent/Class Rep Meeting
Monday 11th December 2023**

Agenda item		Action
Toy Swap	<ul style="list-style-type: none"> We agreed this would be February/March time 	<ul style="list-style-type: none"> Could parent reps please let parents know this will be happening?
Communication	<ul style="list-style-type: none"> School emails – a request for everything to go into the newsletter so that other emails in the week are not required other than emergency ones and not reminders of what has already been told. Whatsapp – Similar to the above. If everything is in one place then parents have just one place to go for clarity. Calendar – a calendar for dates, similar to what the infant school has that can sync with the iCal. Website – Having a clear website with who's who staff wise, along with a thumbnail of a photo of the member of staff. What do parents think about one day per week for communication from school? 	<ul style="list-style-type: none"> This cannot happen as most people don't read the newsletter! Could TTRS, problem of the week etc go back on the newsletter? Maybe add a link to where they are on website? <p>Year group leaders to have the email information of their reps to use for short pieces of information.</p> <p>Tucasi – will the calendar sync work with this system?</p> <p>On the case with the website and staff page.</p>
Emailing teachers	<ul style="list-style-type: none"> Reminder that all staff have a 48 hour window to reply. This includes the office staff. 	<ul style="list-style-type: none">
Use of library	<ul style="list-style-type: none"> We have introduced having an LSA in the library first thing for children to use the library. Classteachers are trying to adapt their timetable so they can include time for the class to visit the library as often as possible. 	<ul style="list-style-type: none">
Children changing for clubs – separate rooms	<ul style="list-style-type: none"> Some children seem to be changing in the same rooms when doing an after school club. 	<ul style="list-style-type: none"> SF has reminded teachers to ensure children are changing separately for after school clubs.
AOB	<ul style="list-style-type: none"> School Trip Parents felt the requests for parent helpers for trips was disorganised. SF explained that request for parents is always sent out with the initial letter. Unfortunately, it is often not responded to until it is a matter of urgency! 	<ul style="list-style-type: none"> School to make sure they are replying to parents as soon they offer to help so they know if they are needed. Parent reps to send out whatsapp communication about upcoming trips so that parents have plenty of notice and DBS can be in place in time.
AOB	<ul style="list-style-type: none"> Homework Grid – parents really like this and appreciate that they can choose tasks that don't take as long on a busy weekend. 	<ul style="list-style-type: none"> SF explained this will continue next term but will also include some maths tasks too, as well as some more challenging activities.

<p>Parent Rep meeting dates</p>	<p>Monday 5th February 9.30am Agenda will be sent out on the week prior to the meeting.</p> <p>sophie.frommholz@west-byfleet-junior.surrey.sch.uk</p>	<ul style="list-style-type: none"> • Parent reps are welcome to email SF at any time with queries that may be answered through an email.
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