



BRIDGEWATER
PRIMARY SCHOOL

Bridgewater Primary School

Parent Forum Minutes



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Date of Meeting:	27/9/18	Time of Meeting:	2.30-3.00pm
Attendance:	5 parents Mrs Henderson (Headteacher EH) Mr Doherty (Deputy Head Teacher SD) Miss Knipe (Assistant Head Teacher RK) Mrs Morris (Breakfast Club Leader MM) Miss Hopkins (School Learning Mentor KB)		
Agenda:	<ol style="list-style-type: none"> 1. Welcome- aims and purpose 2. Breakfast Club 3. Homework at Bridgewater 4. Attendance and Punctuality 5. AOB 6. Agenda for next meeting. 		
<ol style="list-style-type: none"> 1. Introductions and purpose of meeting. 2. Breakfast club arrangements – Mr Doherty discussed arrangements for breakfast club, what time it operates and what it offers to parents and children. Mrs Morris explained the range of food on offer and how they change food choices when the weather is warm or cold. Parents present commented on how well it supports parents and carers who need to access work earlier than 8.45am. One parent mentioned that her child wanted to come but didn't know other children there. ACTION – MM will ensure that all children will have a friend to sit with at breakfast club. 3. Homework – SD discussed the homework policy. Mrs Henderson asked parents if they were happy with our homework procedures, all parents present were. EH discussed the emphasis on reading and vocabulary at KS1 and 2 and that parents can help by providing children with a quiet space to complete homework. EH discussed the expectation at KS2 to complete homework independently and on time. No further questions were raised. 4. Attendance and punctuality – EH discussed with parents the reason behind new procedures in regard to punctuality, that in the past we could have up to 30 lates and that this could cause disruption to classes and office staff. New procedures were discussed – 9.15am and 9.30am transition times. This has allowed staff to manage the disruption more effectively and has significantly reduced the number of lates that we are dealing with. Holiday requests and fining procedures were discussed – EH emphasised the criteria the school has to use in order to authorise absences and issue fines. A parent asked about requests for proof of an illness - In certain circumstances parents are asked for proof of a child's illness when a child has already had a significant amount of time off. 5. AOB – <ul style="list-style-type: none"> • There were no requests for any other discussion points. EH encourages parents present to use parent forum to raise any issues that are important to them. 6. Next meeting <ul style="list-style-type: none"> • Children's University Passports Date: Thursday 7th February 2019 Time: 2.30pm 			