



Bridgewater Primary School

Parent Forum Minutes



Date of Meeting:	27/01/2020	Time of Meeting:	2.30-3.00pm
Attendance:	18 parents (representing every Key Stage in school) Miss Knipe (Deputy Head Teacher) Mr Doherty (Deputy Head Teacher) Mrs Hill (School Business Manager)		
Agenda:	<ol style="list-style-type: none"> 1. Welcome- aims and purpose 2. Communication with parents-Parent App Connect 3. New Meal Preferences 4. Healthy packed lunches 5. Reading at home 6. AOB 7. Agenda for next meeting. 		
<p>1. Introductions and purpose of meeting. Miss Knipe welcomed all parents and carers to the meeting and gave an overview of the purpose and aims of the Parent Forum.</p> <p>2. Parent App – Miss Knipe explained that as the Parent App has been running for over a term now and was discussed at the previous Parent Forum, that school had added to the agenda to receive some feedback from parents on how they felt it supported communication. Miss Knipe and Mrs Hill explained the functionality of the app and parents all commented on how effective it was. There were not any parents who felt it was not an appropriate method for the school to communicate with parents. Mrs Hill explained how it can also be used for reporting absence and how the image upload function can support providing proof of illness for appointments and prescriptions etc. A Parent commented that the letters do not always load. Action: Parents who are experiencing any issues or require assistance with the App set up are to speak to a member of our office staff who would be happy to assist.</p> <p>3. New Meal Preferences – Miss Knipe and Mrs Hill introduced the Meal Selector tool from Citywide which allows parents to electronically select the meals for their child up to 9.30 on that school day. The benefits included: children knowing what they were having that morning, ability to set dietary requirements to ensure allergies are taken into account, pupils receive the meal of their choice, simplifying payments, faster and more efficient etc. Parents liked the fact that meals can be cancelled and parents will not be billed for meals not taken. A parent commented on how this system was running successfully in another local school. Q: What do you do if you forget to order? Mrs Hill explained that there is a default option where parents can select a sandwich or baked potato for example. Q: Can an infant child select an option other than a hot option? Mr Doherty explained that at Bridgewater we ensure that each of our EYFS and KS1 children receive a hot meal to ensure they are receiving a filling meal each lunchtime.</p> <p>4. Healthy Packed lunches- We encourage lunchboxes to be healthy and balanced. We discuss healthy eating in assemblies, PHSE lessons, Science and have a Healthy Eating week. Miss Knipe discussed healthy lunches: not including sweets, chocolate or fizzy drinks. All children are encouraged to drink water during the day. Miss Knipe reminded parents that children may bring a healthy snack if they wish for morning break but that children in Key Stage 1 and EYFS are provided with fresh fruit daily. Miss Knipe reminded parents that previous communication had been shared with parents that we have a child in school with a severe nut allergy and ask that parents do not send in any nuts, nut products or foods containing nuts as part of their school lunches. ACTION- Parents to ensure that no nuts or foods containing nuts are brought into school.</p> <p>5. Reading at home – Miss Knipe recapped on our reading procedures at Bridgewater to support our love of reading and being a ‘reading school’. Children read from a range of text-types and the primary aim is to be fluent readers who are able to decode and able to comprehend the text and new words in context. At Bridgewater, all children are given or may choose a reading book to take home. We’ve invested in high quality reading books that appeal to a variety of audiences to ensure our children are enthusiastic about what they read and meet key vocabulary to support their development of language. It was discussed that the book that a child brings home should be easy for them to read, they should be able to read at least nine out of every ten words well as this supports reading for pleasure. It was</p>			

discussed that we ask that children read at home at least 4 times a week, where possible, and that parents/carers support this by signing their child's reading record or PAL.

6. AOB –A parent raised the question about how photos taken by teachers are used, as a child reported that their teacher had taken their photo. Miss Knipe explained that staff took photos of children working or completing activities as evidence-to either be put in their book or to be put on the school website or Twitter to celebrate learning. Miss Knipe explained that only children with written consent from parents would have their images used.

ACTION – Miss Knipe to send communication to staff to discuss with children when taking photos and explain the purpose.

7. Staff thanked parents for coming and reminded them that agenda items can be emailed to school and about the suggestion box that is in the reception area. A parent asked if the agenda items could be labelled with the Key Stage it linked too- as she felt that a couple of items were not relevant to EYFS. Mr Doherty and Miss Knipe reiterated that a couple of the agenda items are whole-school related and important to share to all parents as they will be relevant as their child progresses through school.

8. Next meeting

Date: TBA

Time: TBA

