

Meeting Date	24 January 2018
Meeting Location	Seminar Room
Meeting	Parent Forum

Discussion		Action
1	<p>Feedback on reports</p> <p>The Academy will be sending out 3 reports a year for each year group instead of 5 as in previous years. Y7 and Y9 first report was sent to parents in early November and just had the ATL grades shown. Some parents found it difficult to understand the new system. Parents expressed a concern in respect of communicating with teachers. The Head of Faculty and RSLs would contact parents with any concerns. Parents would like an indication as to when the data is collected. Ms Lusuardi stated that the reports are not just based on one assessment. The report also includes the working at grade and the teacher's assessment, how the student is progressing in a lesson. There is no fixed number of assessments for a report. The data drop looks at the students' progress. Moderation takes place with other teachers and within departments. Parents agreed that the new report was good but parents should have been informed of the changes. Ms Lusuardi explained that a letter had been sent to parents and an article in a Newsletter explaining the changes that would take place for the reports. Students have been provided with a copy of the ATL. Parents raised a concern that teachers had become stricter since the new report. Y9 reports were emailed to parents in January and a paper copy was given to each student last week during house tutor time. Students are assessed during the course of the year through book reviews and assessments. Feedback is given by the teacher and the student responds to that feedback. RSLs can support parents in going through the report. A data consultant worked with staff and a wide range of other schools reporting systems were considered.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Criteria on which students are assessed for reports to be sent to parents • Indication as to when the data is collected to be provided to parents • Headteacher to share with staff the feedback given by parents • Reports schedule to be placed on the website 	<p>RWA RWA ALU RWA</p>
2	<p>Communications from the school – what is the most effective way to communicate with parents</p> <p>Parents confirmed that they have received the Newsletter and Reports via email from the Academy. Parents agreed that students should be given a hard copy of the report.</p> <p>Parents had a concern that they receive the report and then discover there is a concern. Parents Evenings that are later on in the academic year can be too late to raise concerns. Parents would like more regular meetings with tutors. Ms Lusuardi explained there was a maximum number of hours that teachers can work. There are a number of events organised for parents of Y7 students when they first start, for them to meet teaching staff. Staff are always willing to receive a telephone call from a parent. There is a 24 hour rule that staff have to respond to parents. Parents do not always receive a response from ShowmyHomework.</p>	

	<p>Actions:</p> <ul style="list-style-type: none"> • Hard copy and email of report to be sent to parents • Text to be sent to parents stating the report is going home 	RWA RWA
3	<p>Ofsted</p> <p>Ms Lusuardi went through the Ofsted letter. The academy are working on the next steps. The 6th Form tracking is a work in progress. The Governors have completed a review on the 6th Form and are focused on this area as are the Senior Leadership team.</p>	
4	<p>Feedback on Parents Evenings</p> <p>Parents found it difficult to see all subject teachers at a Parents Evening. Queues can be long and it is not always easy to see who you are queuing for. It was felt that there is not much privacy for conversations as teachers are close together with parents and students close by.</p> <p>Actions:</p> <ul style="list-style-type: none"> • More chairs to be laid out for parents • Consider zoning subjects in different rooms/areas 	ALU ALU
5	<p>Homework</p> <p>A questionnaire was distributed to parents to complete. Teachers do not always place on SMHW what they require from the student. Clarity to be given to the student. Parents enquired if there was a rule in respect of the volume and notice of homework that is provided. Ms Lusuardi explained that there was no rule. However, there is a timetable of the homework on the website. Homework may be delayed until the next lesson if students have not progressed enough to complete a homework. Parents are to write a note in the student's planner if they do not have time to complete the homework. Parents asked if additional help could be provided if the student did not understand the homework. Parents were informed that this could be arranged and that there was a Homework Club every day after school where students can work.</p> <p>Actions:</p> <ul style="list-style-type: none"> • SMHW log in to be provided to parents 	AJO
6	<p>Parent Governor</p> <p>A letter will be sent by the Clerk to the Trust to appoint a new parent governor for the academy this term. Parents were encouraged to apply. They can call Tina Lewis for further information. The letter will be sent via email. This is an opportunity for a parent to work more closely with the leadership of the academy.</p> <p>Actions:</p> <ul style="list-style-type: none"> • Email to be sent to Parents 	JCA
7	<p>AOB</p> <p>If a child is not well what happens. It was explained that they go to the SSM desk who have first aid training, and who would make the decision if the child should be sent home or speak to a parent.</p> <p>The pedestrian crossing outside the academy was raised.</p>	

	Actions: <ul style="list-style-type: none">• Ms Lusuardi to look into road safety in assemblies	ALU
	Meeting closed at: 18:50	