

Minutes of Parent Forum

24th October 2008

Present:

Mrs. Whittington

Mrs. Williams

Yr R Sycamore - Carolyn McCall

Holly - Rachel Desmond

Yr 1 Pine - Viv McMillan/Iwona Batterberry

Oak - Anya MacFarlane

Yr 2 Elm - Emma James

Yr 3 Cedar - Emily Wright

Beech - Vanessa Marsden

Yr 4 Cherry - Gillian Bowers

Yr 5 Sequoia - Joy Small

Yr 6 Ash - Tracey Lowden

Apologies:

Catherine Barlow (Willow)

Nicky Moss (Juniper)

Sam Amend (Chestnut)

Sabine Bolier (Hawthorn)

1. Emergency Telephone Tree/Text

The School instigated a 'trial run' of the new texting system on Thursday 23rd October, however, the message that was sent to the Class Representatives was not very clear and not all classes were 'tested'. Some Representatives had already carried out their own 'trial runs'. The system worked very well for several classes, others had approximately $\frac{2}{3}$ response success and another had $\frac{1}{3}$ response in the allocated time but most received almost 95% response within a few hours. Some parents had no credit to return a message, others had phones switched off due to meetings and some parents didn't receive the message until the next day! It was suggested that maybe another run should take place but several Representatives pointed out that this is quite costly and were unhappy to carry out another.

It was therefore decided that in future the School would send group texts and emails in the event of an emergency during school hours. However, everyone felt that a 'tree system' for none emergencies e.g. late back from trips, school closed for snow, would still be carried out by class Representatives.

Any School closures would be posted on Bucks CC web site (www.buckscc.gov.uk).

PLEASE NOTE: IF THE SCHOOL HAD NOT RECEIVED ANY RESPONSE FROM THE INITIAL TEXT WITHIN A SPECIFIED TIME THEY WOULD THEN TRY AND CONTACT PARENTS VIA OTHER NUMBERS ON YOUR CHILD'S RECORDS, SO PLEASE ENSURE THAT YOU KEEP THE SCHOOL AND CLASS REPRESENTATIVE UP TO DATE WITH ANY CHANGES.

2. Notice/letter re items for sale/wanted

A suggestion has been put forward regarding a notice/letter system that could be used by parents to sell unwanted costumes, football boots, items purchased for school trips, instruments etc. Parents would pay 50p per item. This could also be used for items

“Wanted”. A co-ordinator would be needed, if any parents would be willing to do this then please see Mrs Whittington.

Several suggestions where this could be advertised – attached to the newsletter, parents to make their own notices or set up our own Burford Parent web site (along the lines of Marlow Parents). It was felt that at present the best method would be to attach it to the newsletter but Mrs Whittington will speak to Ian Branch to see about the possibility of setting up a Burford Parent web site.

3. **Weekend Homework**

A request to ask if weekend homework could be sent home on Thursday's to give children an extra night. Some children take part in other activities over the weekend and are not always able to complete homework on time. Mrs Whittington said if parents feel that their child needs an extra night to complete homework, then please note this in their homework diaries.

4. **Lost Child Wrist Bands**

A source of these bands has now been found. These would have “IF LOST PLEASE CALL BURFORD SCHOOL” and would be used for KS1 and year 3 children. Cost is 83p per band if 130 bands purchased (£107.90 ex VAT). Mrs. Whittington to organise.

5. **Minutes of Parent Forum**

Several parents have asked why the minutes take so long to appear on web page. This is mainly due to the various channels they have to go through (one of the Representatives typing them up, Mrs. Whittington and Mrs. Williams both proof read them and then the office staff forward them onto Ian Branch). All of us will try to speed the process up.

Mrs. Whittington will also inform parents when the minutes are available via the newsletter.

6. **Correspondence**

Several parents have commented that not all letters/correspondence from School, outside clubs or FOB have been received, either by hard copy or email. It was noted that if the eldest child is absent then the ‘family’ letters are not kept for the child’s return. Mrs. Whittington said she would look into this.

7. **Early Closure of School at end of Term**

There have been approximately 250 responses, majority in favour of early closure. Mrs Whittington will be writing to parents after half-term.

8. **No Smoking Policy**

Does the School have a no smoking policy. Mrs. Whittington confirmed there is one and she will re-iterate on the next newsletter that smoking is not allowed on School premises.

9. **Year 3 leaving classrooms at 3.15**

Some of the children are crossing over the driveway/car park to meet parents (copying some parents). Mrs. Whittington to ask parents (via newsletter) and remind the children, to keep to paths.

Year 3 are also very late coming out of class, is this because their cloakroom is very small and therefore takes the children ages to get all their belongings? Mrs. Whittington to speak to year 3 teachers to see if it's possible the children could stagger collecting their coats a little earlier.

10. **Playing Fields**

Is it possible that the school could also help fund-raise for the new equipment needed at the Playing Fields? Carolyn McCall to ask Jason Batten to contact Mrs. Whittington.

11. **Reception**

Why aren't Reception allowed to go up to the playground at 8.30 a.m.?

This is because Mrs. Whittington and Mrs. Williams were under the impression that the majority of parents did not want their children going up at 8.30 a.m. Mrs. Whittington and Mrs. Williams will liaise with Miss Avery.

12. **Library**

Several children have said that too much pressure has been applied when they have given their thumb print.

13. **Playgroup**

There have been several incidents in the playgroup recently, mainly at lunchtime. This is in hand – Mrs. Whittington is discussing with Mid-day Supervisors.

A suggestion was made that it may be better to have Supervisors/Teachers in specific areas of the playground.

14. **Quiet Area**

The children have been told they are not allowed to use this when the ground is wet. Extra paving slabs are due to be laid so hopefully this will alleviate this problem.

15. **Lunch**

Children who use the hall after lunch for P.E. are saying that there is still food left on the floor (yoghurt, jam etc.). Mrs. Whittington found this hard to believe as the floors are cleaned at the end of each lunch.

Children are, and always will be, asked to move tables towards the end of lunch (from approximately 12.45) this is so the dinner ladies can start to clear the tables away. However, if children arrive late from activities, they are allowed to stay longer to enable them to finish their lunch. Mrs. Whittington to advise dinner ladies.

It was the policy that children were not allowed to take fruit up to the playgroup at lunchtime. Parents have said that their children are now not eating fruit at lunch time so the decision was made that in future children can take their fruit up to the playground.

Mrs. Whittington to advise dinner ladies.

Photo's will be taken of lunch times and posted on the web site, so parents can see the new layout and tables.

16. **Year 3 Reading Scheme**

Children have to read to the class teacher before they are allowed to change their reading book which means some children do not get their books changed for 2 weeks. Children are now becoming upset about this. Mrs. Williams to speak to year 3 teachers.

17. **School Sweatshirts**

Several parents have expressed that the quality of the new batch of school sweatshirts is very poor. Mrs. Whittington will look into this.

Next Meeting – 5th December 2008