

Minutes of the Freeland CE Primary School Parent Forum held on 20th September 2022 at 2pm.

Item	Points discussed	Actions
1	Welcome	
2	Presentation given on Freeland School's methods of communication currently used.	
3	Parents worked in small groups to discuss the pros and cons of each form of communication.	
4	<p>Feedback to group and action points identified.</p> <p>Parentmail Parents liked the Parentmail app and that they received notifications and reminders to read the messages. Parents said they preferred that all information was sent out via Parentmail so it was all in one place. The app is easy to use according to parents and you can view your history so find past emails to refer to.</p> <p>Parents said it would be useful to have a how to guide to give support when their child first joined the school.</p> <p>Could Parentmails be sent one per family not per child.</p>	<p>Look to see if Parentmail have a 'how to...' guide and if not look to create one.</p> <p>Notify AZ to send one per family</p>

	<p>Can government childcare vouchers be used to pay for residential etc?</p> <p>Head lice messages etc don't always say class so if more than one child in school don't always know which child it refers to. Could the class be in the message/title?</p> <p>Class Dojo Like the points but don't want two streams of information. Can all information come via Parentmail?</p> <p>Class Dojo is not a method to contact teachers but an email should be sent to the office or talk to the teacher face to face.</p> <p>Have to subscribe if you want to see more than last 14 days which is annoying as get pop ups.</p> <p>Children love it. Some felt Y5/6 less motivated by it.</p> <p>Need consistency across the school as some teachers used it last year and some didn't.</p> <p>Google Classroom Parents liked Google Classroom as it is fairly intuitive and easy to use.</p> <p>Unsure if comments can only be seen by class teacher or others. Google Classroom should not be used to communicate with teachers-just a platform for homework and used in some lessons in school.</p> <p>Ensure homework is labelled as other work on there was thought to be homework by a parent. Explained to parents that children don't need to submit homework and only spellings/timetables and reading 4 times a week are homework.</p> <p>Would be useful to send private messages about</p>	<p>AZ to contact central team in EPA to find out.</p> <p>AZ to add class to message when sending out headlice messages etc.</p> <p>Let teachers know not to use Class Dojo only Parentmail to update /inform parents about events and reminders etc.</p> <p>Teachers to label homework so it is clear for parents.</p>
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	<p>homework to class teacher. Explained that parents should communicate face to face with teacher or via emailing the school office. The reason for this is to ensure teachers are not receiving messages over the weekend and in the evening.</p> <p>Sway Newsletter Was very well received by parents. It was felt that it is much clearer and easier to read. More mobile friendly than word.</p> <p>How frequent is the newsletter? Aim for fortnightly but very time consuming and not always the best use of HT time so try to get a balance.</p> <p>School Website Difficult to navigate as lots of information. Suggested sending out links in school newsletter to areas of the website to ensure parents know where to find information.</p> <p>Archive previous years work</p> <p>Parents can click on subscribe above the calendar on the school website and the dates in the calendar will synchronise with the school calendar.</p> <p>Photos need updating. This is an action we have already identified but photos need to meet very specific criteria and have not had capacity to do this. Aim to do it this</p>	<p>Teachers to delete all previous work from website prior to sept 2022</p> <p>New school photos for website. AZ to ensure calendar on website is up to date every week and inform parents in next newsletter about subscribing to synchronise calendars.</p>
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	<p>year.</p> <p>Class pages are updated at least twice a half term by teachers for parents to see a flavour of what is going on in school.</p> <p>Good to have links from class teachers to direct parents to areas of the website for support. Eg spelling games etc.</p> <p>School website is very useful for information.</p> <p>Email to office Minor query through office seems too official. This is fine if parent works and child goes to breakfast and after school club but would encourage all parents to have these conversations as much as possible after school with class teacher face to face.</p> <p>Parents were happy with using email to office for any messages to parents.</p> <p>Freeland School Society FSS use a Facebook page and Parentmail via the school office. Parents liked this and liked updates and reminders about upcoming events. Parents liked the newsletters about how much had been raised by FSS and how it had supported the school.</p>	
5	<p>Ideas for next Parent Forum?</p> <p>Parents suggested FSS talking about events and involvement of parents and Mrs McCarthy suggested doing this alongside school events that parents would like, such as information evenings etc.</p> <p>Next Parent Forum is on Thursday 26th January at 2.15pm</p>	