



Parent Forum Meeting Minutes

Date	Tuesday, 23 rd September at 9.00am																																																																																																										
Attendees:	<table border="1"> <thead> <tr> <th>Name</th><th>Year Group</th><th>Class</th><th>Attended</th></tr> </thead> <tbody> <tr> <td>Mrs. Fraser</td><td>Headteacher</td><td></td><td>✓</td></tr> <tr> <td>Mr. Ladyman</td><td>Deputy Headteacher</td><td></td><td>x</td></tr> <tr> <td>Mrs. Curtis-Cross</td><td>Office Co-Ordinator</td><td></td><td>✓</td></tr> <tr> <td>Vacant</td><td>Nursery</td><td>Little Berries</td><td></td></tr> <tr> <td>Kate McKeon</td><td>Nursery</td><td>Little Pines</td><td>✓</td></tr> <tr> <td>Kiran Bagga</td><td>Nursery</td><td>Little Acorns</td><td>✓</td></tr> <tr> <td>Kiran Bagga</td><td>Reception</td><td>Birch</td><td>✓</td></tr> <tr> <td>Gemma Moncada</td><td>Reception</td><td>Hazel</td><td>✓</td></tr> <tr> <td>Adina Carda Ciucan</td><td>Reception</td><td>Willow</td><td>✓</td></tr> <tr> <td>Sharon Patterson</td><td>Year One</td><td>Beech</td><td>✓</td></tr> <tr> <td>Vacant</td><td>Year One</td><td>Elm</td><td></td></tr> <tr> <td>Siobhan Connolly</td><td>Year One</td><td>Lime</td><td>✓</td></tr> <tr> <td>Sophie Baker</td><td>Year Two</td><td>Oak</td><td>✓</td></tr> <tr> <td>Vacant</td><td>Year Two</td><td>Plane</td><td></td></tr> <tr> <td>Sannah Khan</td><td>Year Two</td><td>Spruce</td><td>✓</td></tr> <tr> <td>Vacant</td><td>Year Three</td><td>Alder</td><td></td></tr> <tr> <td>Laurilee Green</td><td>Year Three</td><td>Cedar</td><td>✓</td></tr> <tr> <td>Vacant</td><td>Year Three</td><td>Chestnut</td><td></td></tr> <tr> <td>Vacant</td><td>Year Four</td><td>Ash</td><td></td></tr> <tr> <td>Vacant</td><td>Year Four</td><td>Rowan</td><td></td></tr> <tr> <td>Vacant</td><td>Year Four</td><td>Walnut</td><td></td></tr> <tr> <td>Sharon Patterson</td><td>Year Five</td><td>Maple</td><td>✓</td></tr> <tr> <td>Laura Nunn</td><td>Year Five</td><td>Sycamore</td><td>✓</td></tr> <tr> <td>Laurilee Green</td><td>Year Six</td><td>Aspen</td><td>✓</td></tr> <tr> <td>Vacant</td><td>Year Six</td><td>Hawthorn</td><td></td></tr> </tbody> </table>			Name	Year Group	Class	Attended	Mrs. Fraser	Headteacher		✓	Mr. Ladyman	Deputy Headteacher		x	Mrs. Curtis-Cross	Office Co-Ordinator		✓	Vacant	Nursery	Little Berries		Kate McKeon	Nursery	Little Pines	✓	Kiran Bagga	Nursery	Little Acorns	✓	Kiran Bagga	Reception	Birch	✓	Gemma Moncada	Reception	Hazel	✓	Adina Carda Ciucan	Reception	Willow	✓	Sharon Patterson	Year One	Beech	✓	Vacant	Year One	Elm		Siobhan Connolly	Year One	Lime	✓	Sophie Baker	Year Two	Oak	✓	Vacant	Year Two	Plane		Sannah Khan	Year Two	Spruce	✓	Vacant	Year Three	Alder		Laurilee Green	Year Three	Cedar	✓	Vacant	Year Three	Chestnut		Vacant	Year Four	Ash		Vacant	Year Four	Rowan		Vacant	Year Four	Walnut		Sharon Patterson	Year Five	Maple	✓	Laura Nunn	Year Five	Sycamore	✓	Laurilee Green	Year Six	Aspen	✓	Vacant	Year Six	Hawthorn	
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Please note: Parent Forum is to raise questions that reflect a consensus. Individual opinions will not be discussed within meeting and alternative channels of communication must be utilised.

Issues raised from parents/carers on the online feedback and from the meeting	
Nursery	<p>1. Queue at drop-off/pick-up – A few parents/carers have mentioned it's frustrating when the queue isn't followed, especially if they've been waiting.</p> <p>Staff are patrolling the lines, but it is a case of all parents/carers adhering to the requests of joining the class queue and being patient as many children are new to the setting. Staff will send out a reminder on Tapestry of the pick-up/drop-off expectations.</p>

Reception	<p>1. The induction programme is really beneficial for those children who aren't used to being away from parents/carers, but for some of those who are, the process made it harder as they are used to routine. Maybe a mix of couple of half days and then into full days would be better?</p> <p>After listening to parent/carer feedback last year, we have changed our induction programme this year. Whilst we appreciate some children are used to being away from their primary care giver, we believe it is beneficial for all children to have a settle in period when they join a new setting as there are new expectations, new routines and new adults for the children to become familiar with. It is important we do not rush this process in order to build secure relationships and for all children to feel safe and happy in their new environments.</p> <p>2. How often does free flow take place?</p> <p>In the Early Years Foundation Stage (EYFS), free flow refers to an approach where children can move freely between indoor and outdoor environments, choosing activities and resources that interest them. It's based on the idea that young children learn best through independent exploration and play, with adults supporting and extending their learning. At Green Ridge, we introduce free flow gradually during the transition period so that children feel secure, understand how to use the resources, and can begin to form strong friendships within their new classes before mixing as a cohort of 90.</p> <ul style="list-style-type: none"> • Week 1: We get to know the children in their individual classes and introduce some of the wonderful areas in the garden. • Week 2: We continue to build relationships within the class groups and open up further areas of the garden. <p>As new spaces and 90 new peers can be overwhelming, the full introduction of free flow is carefully considered to ensure children feel confident and ready to explore.</p> <p>Once established, free flow follows a consistent daily routine:</p> <ul style="list-style-type: none"> • In the morning, free flow begins after adult-led input and runs until lunchtime. • In the afternoon, free flow begins after adult-led input and continues until home time. <p>This structure allows children to benefit from both focused teaching and extended opportunities for independent exploration and play.</p>
Year One	Nothing to raise specifically for Year One (any feedback sent to a rep may have been included within the whole school section)
Year Two	<p>1. We seem to be getting some Year Four content on the ClassDojo app when it should only be Year Two class photos etc. on there. Parents/carers assume that this is likely just a teething problem, but wanted to flag it nonetheless.</p> <p>This assumption is correct and was due to user error. These posts have now been amended and are no longer available to view for all parents/carers.</p>
Year Three	Nothing to raise specifically for Year Three (any feedback sent to a rep may have been included within the whole school section)
Year Four	Nothing to raise specifically for Year Four (any feedback sent to a rep may have been included within the whole school section)
Year Five	<p>1. Parents/carers are concerned as children appear to be getting changed in the classrooms with the blinds open. Yesterday the children were getting changed at the end of the day and the gates</p>

	<p>had been opened meaning that parents/carers were on the playground.</p> <p>This will urgently be fed back to the team to prevent this from happening again. Thank you for making us aware.</p>
Year Six	<ol style="list-style-type: none"> Are parents/carers simply expected to email the school if they wish for their child to attend a secondary prospective open event? Parents/carers are more than welcome (and encouraged!) to email FAO Ms. West. We apologise for not making this clearer in the first instance. We will endeavour to share this information within the secondary transfer presentation in future. Some parents/carers are concerned as their children have mentioned that they're only given 10 minutes to eat. Also, are children not allowed to take their water bottles to lunch? Timings will be reviewed and discussed with the team. In terms of water bottles, children are welcome to take them if they're going to be responsible and look after them throughout that period. Water is however accessible in the hall throughout lunch. A parent/carer has reported that their child doesn't like to play with toys and therefore doesn't benefit from OPAL. They want to be able to run around and use their imagination but there is apparently not enough space. There is absolutely no pressure for the children to play with the toys on offer and there is more than enough space for children to run around and use their imaginations (with or without the toys/activities available).
Whole School	<ol style="list-style-type: none"> Some parents/carers understand why parent/carer sessions etc. are held during the school day, but some parents/carers are unable to attend due to working. Could staff perhaps record the meetings as well as send the slides/presentation or hold them online at a more suitable time for parents/carers, like lunchtime to try to enable more working parents/carers to attend? Could events (book looks etc.) be held on different days (Mondays and Fridays) as some parents/carers who work hybrid rolls are based in offices on Tuesday, Wednesday, Thursday. We do try to offer a range of times where possible and prioritise the events that we have received the most feedback about i.e. SATs, secondary transfer etc. However, we are bound by working hours and need to consider staff well-being, hence why not all events can take place after school or in the evenings. Events cannot take place over lunchtime as staff are entitled to a break, and some are on duty. Where possible we do share the slides/presentation following the events but will be conscious of this and make more of an effort to do so moving forward. Why have you introduced Instagram as well as the other platforms? Why not use the current systems? This was already addressed within the letter sent to parents/carers last week. This is something in which we have consistently received feedback about for quite some time and something that has been requested. There is no expectation for people to follow the page as the initial communication relating to the posts will have been shared via a separate letter, newsletter or the key dates section on our website. ClassDojo – Can you please provide some clarification regarding which parts parents/carers should be accessing on the app. Also, the in-app purchases are confusing a lot of parents/carers, and some have signed up for the trial. Can staff see if points have been given at home? Can staff ensure that all children are given house points now that parents/carers can access this information on ClassDojo. As outlined in the letter last week, Green Ridge will be using it to post in the 'class story' feature as a way of keeping parent/carers up to date with

what children have been learning. Parents/carers can also see when children have been awarded house points in school. Please however note that Green Ridge will not be using any of the chat features. It was also stated in the letter that ClassDojo is a free service and that no additional add-ons needed to be purchased. It is advised you cancel your free trial if you signed up.

To confirm, staff cannot see if points have been awarded at home.

Staff understandably try to award house points as fairly as possible, but are awarded to celebrate good work/behaviour etc, much like learning dots and other awards/celebrations.

4. Last year's Meet the Teacher slides were sent out at the beginning of term but that hasn't happened this year. Will parents/carers be receiving this information this year?

We apologies for the delay in making this information accessible. We can however confirm that they have since been sent to our website developers to upload this week. They should appear by the end of the week so do keep an eye on our website.

5. Will the website be updated to include up to date curriculum overviews?

These have also been sent to our website developers to upload this week.

6. Take One Book Celebration – Some parents/carers believe that it would have been nice if the sessions had more direction and structure as many thought there may be more of an introduction to what the class would be learning this year or an opportunity for the teacher to share any other information. Also, as children were allowed to leave at 3.00pm, it might have been better to invite parents/carers in from 2.45pm to make it more fair for those children that didn't have anyone attend.

The Take One Book Celebration wasn't great. Some parents/carers weren't approached by the teacher; children showed them their books and were then sat colouring. Some parents/carers would have preferred the teacher to talk through some of the elements about the year ahead.

The event could be improved to better support children emotionally. Many were left sitting alone with their workbooks, visibly upset, and in several cases crying when their parent/carer didn't arrive. A simple activity or clearer guidance could have helped avoid disappointment. For example, in Willow class, Miss. Ladyman and Miss. Campanis kept children engaged with activities even when no parent/carer was present – It was well organised and created a much more positive experience.

This was designed to be a celebration of the children's work and effort within their first week, and to be an indicator for how well they have settled. It was not advertised as being a 'Meet the Teacher' session and we apologise for any confusion caused. Meet the Teacher slides will however be accessible on our website by the end of the week, followed by Pupil Learning Reviews next month. Please note that the sessions started at 2.30pm to allow those parents/carers with multiple children ample time to visit multiple classrooms.

7. Could something be put on ClassDojo with details like which day to return library/reading books, bring in PE kits etc.

This information will be available on the year group specific pages on the website this week. We will endeavour to share this information sooner in future years.

8. Speeding and dangerous parking near to the school is still ongoing. Is it worth making a note of any number plates of repeat offenders to pass on to the community police. Some people are now also parking on Crispin Street making oncoming traffic hard to see when crossing.

	<p>There would be no harm in doing so if this is something parents/carers can be responsible for doing. This is not something in which the school can oversee. Another reminder will also be shared within an upcoming newsletter.</p> <p>9. OPAL – Do any of the fancy dress costumes include hats/wigs as this could be causing the spread of headlice. There are some plastic hats and wigs available which are washed on a weekly basis. We will of course monitor this and remove them if necessary though.</p> <p>10. Can further information be shared regarding school meals, such as photos, ingredients and allergens etc.? This is something in which we have previously raised with HCL/SchoolGrid and we're sorry that this information isn't accessible right now – Specifically allergens. This is something in which we will raise again, and hope gets resolved soon.</p> <p>11. Is water accessible for the children and do they have the opportunity to refill their water bottles if required? Yes – The children are encouraged to drink throughout the day and have access to their water bottles. They can also refill them should they need to.</p> <p>12. There have been a few occasions where the gate hasn't been opened on time to collect children from enrichment clubs. This will be raised with the site team.</p> <p>13. Homework – There has been some confusion about spellings and its disappointing that feedback isn't being given for those that are choosing to do the optional homework. Could something perhaps also be sent to parents/carers whose children are new to Key Stage Two, to confirm expectations regarding homework etc. This will be looked in to and fed back to staff. We will also endeavour to share information regarding homework within the stationary and uniform expectations letter that is usually sent to current Year Two parents/carers in the summer term, ahead of their child starting Year Three (Key Stage Two) in the autumn term.</p> <p>14. Communication this year has been unclear. Key details like PE days, book return schedules, and changes to routines weren't shared early or clearly. Important updates should be sent directly to parents/carers, not via the children. It would also be helpful if communication was clearly separated by year group/class in newsletters etc. Please also consider families who don't speak fluent English and need clearer messaging. We do our utmost to communicate in numerous ways to try and keep parents/carers well informed. We acknowledge that year group/class specific information has lacked a little this year, and we aim to approve on this ahead of next year.</p>
Positive Feedback	<p>👍 Parents/carers are really pleased with how well the children have settled in. The gradual settling process seems to have worked really well, and the Little Pines staff have been brilliant.</p> <p>😊 The Reception staff have been lovely and welcoming, and the home visit was especially appreciated as my child can be so shy, so it was great for them to see the teachers within their own environment where they are most comfortable.</p> <p>📅 The new key dates section on the website is such a great improvement as it makes it so much easier to keep on top of events.</p> <p>🏠 It is very nice to continue to see Mrs. Fraser and other staff on the school gates in the morning.</p>

	<p>😊 OPAL is definitely a hit as the children have been providing positive feedback.</p> <p>📖 We would like to thank Miss. Craddock for her efforts in helping the children settle in so nicely since the term has started.</p> <p>★ A few people mentioned that they like the addition of the ClassDojo app.</p> <p>📮 The Thrive postcards were greatly appreciated and helped ease any worries children had about returning to school in September.</p>
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Next Meeting	Thursday, 20 th November at 2.15pm
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