

## **Parental Engagement Person (PEP) Meeting (KS1 & EYFS)**

**Tuesday 12<sup>th</sup> June 2018 9:00am-9:30am**

### **Attendees**

Ellie Linton (EL)- Communications & Marketing Manager

Sarah Greenway (SG)- Parental Links SIP Lead

Shelley Garrett (PEP for 3CM)

Zoe Papageorgiou (on behalf of Christos Papageorgiou, PEP for 3KB)

Leila Ayub (PEP for 4LM)

Kate Cocker (PEP for 4SM)

Rasheeda Kholwadia (PEP for 6KR)

### **Minutes**

1. EL went through upcoming events that parents have been invited to:
  - Eid Celebrations in School- Monday 18<sup>th</sup> June
  - Evening Parent Forum- Thursday 28<sup>th</sup> June 6.00pm
  - PTA International Fair- Saturday 30<sup>th</sup> June
  - a. Summer Showcase- 28<sup>th</sup> June (Year 6), 2<sup>nd</sup> July (Years 1&2), 3<sup>rd</sup> July (Years 3&4), 5<sup>th</sup> July (Year 5)
  - EYFS Sports Day- Wednesday 4<sup>th</sup> July
  - KS1/2 Sports Day- Monday 9<sup>th</sup> July
  - Transition Morning- Wednesday 18<sup>th</sup> July
2. SG explained that we are still looking for volunteers to help out at the International Fair on Saturday 30<sup>th</sup> June. PEPs were asked to spread the word of this event and to see if any parents in their class had a skill that they could showcase at the fair (eg. a performance, bringing a dish, putting on a short workshop) or if anyone they know is free to do general volunteering (even if just for an hour).
3. If anyone is available to help at the Fair they should contact EL (if anyone was concerned about having to watch their child/children on the day of the Fair, they can speak to EL so that we could assign them to a job that means they can watch their children at the same time).
4. SG explained that a letter had just gone out offering a free mehndi workshop for any parents who would like to learn this skill with a view to helping out at this stall at the fair (Tuesday 26<sup>th</sup> June).
5. We are also looking for parents to volunteer to come in to speak to their child's class on Monday 18<sup>th</sup> June about Eid and Ramadan. If anyone is able to do this they should contact EL.
6. A couple of PEPs put their names forward to speak in class about Eid- EL to liaise with teachers to arrange times.

7. One parent suggested in future we could sell Eid cards for children to buy and give to their friends to make money for the PTA- could use the same company as the Christmas cards to raise money for the PTA. Alternatively, the children could make their own Eid cards in class.
8. Another parent asked if the shared calendar could be sent out termly as a paper copy, as it was noted that a few dates have changed since it was sent out in September as a paper copy.
9. A parent mentioned that at her friend's children's new school the class reps were introduced to any new parents with children starting in their class mid-way through the year. EL to mention this idea on to Helen Wright, who deals with admissions.
10. EL asked if any PEPs had managed to plan any social events for parents within their class/year group. PEPs were asked to think about planning an event before the end of term that would be inclusive and low cost/free. If any PEPs do manage to plan an event, they can email the details to EL so that she can make sure that all of the required parents get the information (as not all parents are on Facebook) either by email or text from school.
11. EL added that one of the EYFS/KS1 PEPs recommended Whatsapp as a good way to plan social events like this as not all parents are on Facebook, particularly when sending out final meet up times/venues on the day as it is instant messaging. If any parents have already set up a Whatsapp group for their class or would like to, they can send the invite link to EL, who can then text it out to the whole class from the school (to ensure that all parents in the class are given the opportunity to join if they would like to).
12. SG reminded parents about the free adult education animation course starting on Wednesday 13<sup>th</sup> June.