

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

Friday 8th June 2018 9:00am-9:30am

Attendees

Ellie Linton (EL)- Communications & Marketing Manager

Sarah Greenway (SG)- Parental Links SIP Lead

James Cooke (PEP for Nursery)

Hannah Larsen-Fletcher (PEP for FS2FW)

Catherine Peacock (PEP for FS2NG)

Sophie McKenzie (PEP for FS2NG)

Asma Khan (PEP for 2SH)

Minutes

1. EL went through upcoming events that parents have been invited to:
 - Eid Celebrations in School- Monday 18th June
 - Evening Parent Forum- Thursday 28th June 6.00pm
 - PTA International Fair- Saturday 30th June
 - a. Summer Showcase- 28th June (Year 6), 2nd July (Years 1&2), 3rd July (Years 3&4), 5th July (Year 5)
 - EYFS Sports Day- Wednesday 4th July
 - KS1/2 Sports Day- Monday 9th July
 - Transition Morning- Wednesday 18th July
2. SG explained that we are still looking for volunteers to help out at the International Fair on Saturday 30th 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. It was suggested that sending the sign-up sheet out via email or sending a text asking for volunteers could be a good way to get an immediate response. Could also put a copy of the sign-up sheet on the doors of the classrooms or on the front desk at the school office.
5. SG explained that a letter was going out that day 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 26th June).

6. We are also looking for parents to volunteer to come in to speak to their child's class on Monday 18th June about Eid and Ramadan. If anyone is able to do this they should contact EL.
7. 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.
 - FS2FW had organised a morning at Simply Cycling
 - Nursery had had a picnic and play in the park over half term
8. One PEP suggested 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). Hannah mentioned that there have been two new starters in FS2FW since she sent the link out for her Whatsapp group, so EL to send them the link to see if they'd like to join.
9. SG reminded parents about the free adult education animation course starting on Wednesday 13th June.