

## Parental Engagement Person Meeting (EYFS & KS1)

Monday 25<sup>th</sup> November 9:00am-9:30am

### Attendees

Ellie Linton- Communications & Marketing Manager

Zainab Suleman- PEP for Nursery (Mrs Iqbal's class)

Jenny Crompton- PEP for Nursery (Miss Webb's class)

Anisa Adamson- PEP for FS2NT

Sarah Easby- PEP for FS2NT

Samiah Siddique- PEP for 1SR

Hannah Larsen Fletcher- PEP for 2KK

Sophie McKenzie-Howe- PEP for 2RF

Michelle Dennell- PTA Chair

### Minutes

1. PEPs were asked to introduce themselves, saying how many children they have in school and which class they are representing
2. EL gave an explanation of the PEP role (for those new to the school)
  - helping to promote school events to increase parental attendance
  - using channels such as Whatsapp and/or Facebook to build sense of community among parents in the class
  - collating feedback if something concerns the whole class and sharing with school (this is optional and not essential to the role)
  - parent buddy system- EL will ask if she can put them in touch with new parents when a child starts in the class part-way through the year (this is optional and not essential to the role)
  - organising inclusive parent get-togethers eg. meet up in the park, going to Head Over Heels, meeting for coffee after Stay & Plays etc, going to PTA coffee morning together (this is optional and not essential to the role)
3. Upcoming events for EYFS/KS1 parents to attend:
  - a. Reception Maths Workshop- Wednesday 27th November 9:00am-10:00am
  - b. PTA Winter Fair- Saturday 30th November 9:00am-10:00am
  - c. Reception Stay & Play- Monday 16th December 2:15pm-3:25pm
  - d. Reception Christmas Performances- Tuesday 17th December 9:45am and 1:45pm
  - e. Nursery Stay & Play- Tuesday 17th December 9:00am-10:00am
  - f. Nursery Christmas Performances- Wednesday 18th December 9:45am and 1:45pm
  - g. Year 1/2 Christmas Performances- Thursday 19th December 9:45am and 1:45pm

4. EL explained that we are trialling a new format for the Parent Forum this term. Rather than holding a drop-in evening event, we have invited parents and carers to email in their thoughts. EL will then go through all of the points raised with the headteacher and put together an action plan, as we have done after previous Parent Forums. This action plan will then be emailed out to all parents and carers so they can see what was raised and what will be done.
5. Michelle went through the updates from the PTA on the Winter Fair:
  - Volunteers needed to help out at the fair and/or setting up on the Friday between 4:00pm and 6:00pm. If you, or anyone you know, are able to help out, please email [oswaldPTAchair@gmail.com](mailto:oswaldPTAchair@gmail.com)
  - Donations requested- toys and books in good condition, second-hand Christmas jumpers, tins of chickpeas and tomatoes for the curry, Jars of Joy, bottles for the bottle tombola (these will be labelled so that alcohol/cleaning products etc are not given to children, or those that win an alcoholic product can swap for something else if they'd like to)
  - Entries for the bake-off will need to be brought to the office by 4:30pm on Friday ready for judging
  - Santa's grotto bookings are now being taken at the school office
  - You'll be able to pre-buy your wristbands on Parent Pay for entry to the fair
  - The deadline to order PTA Christmas cards is Monday 25<sup>th</sup> November- this is a strict deadline
  - One parent mentioned that she's been getting The Hoot emails but not the PTA update emails- could it be that the use of certain language means that a message is sent to Junk folder (eg. 6 days to go)? EL to speak to ParentMail about this.
6. EL asked if any parents had managed to have a social event outside of school this term:
  - 2SH have planned a mums get-together for drinks
  - 2RF are going after school on Friday to see Frozen 2
  - EL suggested that meeting up either before or after the Christmas performances might be a good time to do as all of the parents will be together already, so this could encourage more reluctant parents to come along.
  - EL said that if any parents wanted to plan a get-together and would like message to go out to whole class, they should send the details to her by email and she can text/email out to the whole class from school comms system
7. Any other business/questions
  - One PEP said that there were still concerns about children feeling rushed at lunchtime- EL to follow this up with Lunchtime Lead
  - There is some confusion around the opening of the gates for Nursery parents in the afternoon- it would be helpful to get some form of communication out that says which gate is opened and at which time so that parents know which way is best for them to come in at 3:10pm ready for 3:15pm pick up. EL to follow up with caretakers and get communication out to parents.
  - Concerns raised about gate on Oswald Road being closed quite late after pick up, when afterschool clubs start using the playground and Longford Road gate being opened quite late at pick up time. EL to follow up with caretakers.

- Reception parents want to know if the log is going to be put back in the playground now that the new astrotuf has been laid. EL has checked and this has now been permanently removed.
- Question about attendance letters going to Nursery children that started later than the rest- was this a mistake? EL to check with our attendance officer and feed back.