



Ark Evelyn Grace Academy

Minutes of Meeting Evelyn Grace Academy Parent Forum

Date: 24 January 2019

Time: 5.30pm

Facilitators: Ms M Laing (MLA)

23 Parent Attendees – Thank you

Agenda Item	Action
Homework- Time, depth and standard	<p>Homework timetable provided for years 7-11. This is also provided online on the school website under the Teaching and Learning tab, entitled Homework, along with guidance and tips.</p> <p>An online portal for parents and children has been suggested to monitor and check homework has been discussed. This is currently being used for Maths</p> <p>Expectations of homework, i.e. time spent and standard to be sent home and put online.</p> <p>Any student who has missed lessons due to sports or sickness must catch up on all homework. It is the student's responsibility to collect homework.</p>
Some children are unable to log online to use the Maths and ICT portal for home work	<p>Miss Laing will look into this.</p>
Key Stage 3 Student Exams Timetable	<p>This entails a lot of work and is more important for those participating in their GCSE and A Level Exams.</p> <p>A timetable is provided for Key Stage 4 however it is not possible to provide this for Key Stage 3.</p> <p>Year 9 will experience a GCSE exam style this Spring and will be provided with a timetable soon.</p>



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<p>Communication:</p> <ul style="list-style-type: none"> • text messages re: detention. Incorrect messages sent to the wrong parents- some parents not getting messages • Sickness reporting. One parent had experienced nil communication from reporting sickness and trying to collect homework for child to complete. 	<p>Apologies from Miss Laing for the wrong messages being sent. This will be looked into.</p> <p>Please update contact details with the Admin Office and also check mobile phone settings as we are aware that some children have blocked the school's number on their parent's phone.</p> <p>Please call the Absence line. Agreed that the best method of communication is via email to the form tutor and Head of Year. It is the child's responsibility to find out what the homework is and complete it.</p>
<p>Lost Property/PE Kits</p>	<p>Students to look in lost property. Text messages have been sent to parents as a reminder, however there is still a significant amount of clothing that has not been collected.</p>
<p>Student Lockers</p>	<p>The lockers are now ready. More information to be sent out in due course.</p>
<p>Other Items Discussed:</p> <ul style="list-style-type: none"> • Detentions are given inappropriately with no communication to parents? What systems and protocols are in place? Some parents felt that not enough detentions are being given to the children. • Behaviour issues and SENCO support 	<p>Parents to confirm correct contact details with Admin Office.</p> <p>Agenda for next Parent Forum meeting with Heads of Years to attend. Policies and procedures to be put online.</p> <p>SENCO plans are sent to all teachers to support the child and their needs.</p> <p>Parents and teachers must work together in order to support the child's needs.</p> <p>Students who misbehave are taken out of class to avoid disturbing the other students who want to learn.</p> <p>Students who are on internal inclusion do not miss exams.</p>



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<ul style="list-style-type: none"> • Morning Registration Line Up - cold weather • Books requested for further learning and encouragement from parents at home. • Intervention 	<p>This is to ensure children are ready and prepared for learning.</p> <p>This was trialled in the past and was not successful- children mistreated the books and threw them away.</p> <p>There are lots of books in the library - children and parents can go to Head of Years and seek advice as to what is recommended.</p> <p>At the beginning of each term, a booklet of topics covered during class to be given to parents so work can be encouraged at home. Please also look online at the revision guides – a text was sent to parents and the guides were also given to children to take home.</p> <p>Intervention is planned around Mock Exam Results for Years 10 and 11.</p> <p>An intensive programme will begin on Saturdays and during the Easter Holidays.</p> <p>A lot of input and time from teachers has been put into this programme meaning teachers are working late and at weekends. Parents should support the teachers in encouraging their children to attend. Letters and text messages will be sent to parents informing them of dates and times.</p>
<p>Agenda items for next meeting</p> <ul style="list-style-type: none"> • Parent forum reminder. Personal issues to be discussed with form tutor, head of year, principal? • Detention • Lockers 	<p>Next meeting date 14 March 2019</p>