**CLASS REPS MEETING**
**20 APRIL 2018**

Present: CJ, SS, CL, GM ,CK, FL, BF, CD, AVH, HV, VG, SJ, LF, DC, KF, JL, JM, NS

Absent: HG,TG, MW, JM, SM, JC, KL, JLS, KG, JC, CY, JL

Minutes: KBW

| | The following points were raised and addressed (by year group) | **Action** |
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| 1. | **Nursery:**<br>• ***Wednesday parking is frustrating down in the Pre-Prep and Nursery, due to so many parents attending sporting events.***<br>CJ acknowledged that parking can sometimes be difficult for parents due to Wednesday afternoon matches involving the Prep school, which is exacerbated by the fact that there are very few Prep after school clubs either (apart from chess) so that Prep end of day is not as staggered as it usually is. However Waiting House can be used and Pre-Prep and Nursery parents can pick up any time through until 6.00pm.<br><br>• ***Ratios of staff to children in the Nursery. The Nursery seems extremely busy. Are there enough staff?***<br>SS acknowledged that the Nursery has grown in size substantially this academic year and is almost at full capacity, but wishes to reassure parents that, the correct ratios of staff to children are in place (1 adult to 4 children for 2 year olds and<br>1 adult to 8 children for 3 year old and upwards).<br><br>• ***Positive feedback from Nursery parents***<br>Nursery parents are very happy and wanted to express their thanks to staff. | |
| 2. | **Reception**<br>• ***Good Manners Table. Some children have never had the opportunity to join the 'Good Manners Table' despite making every effort.***<br>SS responded that children's manners do have to be impeccable to merit a place at the Good Manners Table. There was a week recently when none of the children were deemed worthy of a place! They are still learning in Reception, but parents should be reassured that all the children will be given the opportunity to sit at this special table.<br><br>• ***After School Clubs - Why do after school clubs not run for virtually the entire week prior to each half term, even though Waiting House is open?***<br>SS responded that this is not the case at all. At the end of a full term only (December, March & July), clubs might not operate for the final day of term or possibly the penultimate day, but they run up to and include the Friday before each half-term<br><br>• ***After School Clubs - Could parents receive feedback on how well children are doing at clubs? Perhaps a summary at Parents' Evening?***<br>SS responded that parents have been asked to contact individual staff if they would like feedback on their child's progress. This is mentioned on | |

the back of the activities booklet, along with contact email addresses. Due to GDPR, these addresses will need to be made available on the school website under the password protected 'Parents Zone' section. Unfortunately, it is too unwieldy to comment on individual children's clubs at Parents' Evening.

- ***Rather than having to sign up for clubs (often the same ones) at the start of each term, could they not just be rolled over unless notice has been given that a child will be stopping a particular activity?***
  SS responded that clubs do change throughout the academic year and that there are too many children for them to be able to continue with one specific activity year-round. We endeavour to let as many children as possible have the opportunity to participate in a range of activities. All the lists of activities and participants are available for parents to view in Parents Zone.

- ***Swimming Badges – Concern over disparity between achievement at school and out of school. Are the children being sufficiently stretched?***
  SS commented that the parent who raised this issue had already communicated with her in private. SS has asked parents to let us know whether a child has already achieved swimming badges and, if so, which levels. It is important to point out that at Copthorne, we are extremely strict with ensuring that children have achieved the specified criteria before awarding a badge.

- ***Confusion regarding the one-way system. Please can this be clarified?***
  Reminders regarding traffic management on the school site are regularly sent with the Start and End of Term letter from Mr Jones, as well as in the Weekly Newsletter. At Easter, a separate letter was sent to parents from the Bursar. This query has also been raised by Year 2 parents. Please refer to the commentary under Year 2.

- ***Would it be possible for the school to provide parents with further information on Read, Write, Inc.?***
  At the beginning of the academic year, we do hold an information evening for all Pre-Prep parents at which 'Read, Write, Inc.' is discussed. Please do approach your child's teacher with any specific queries on your child's progress. The RWI section on the 'Oxford Owl' website also has a wealth of information for parents.

- ***Could parents be shown their child's work at Parent/Teacher meetings?***
  SS responded that Pre-Prep is open every morning from 8.10-8.30am during the entire week of Parents' Evening meetings, so that parents may pop in on an informal basis to see the children's workbooks with them.

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| | • ***How does 'Kiss and Drop' work? Are the children escorted into school or Waiting House?***<br>SS responded that the youngest children are escorted directly into the Nursery. Older children, once confident, will be walked round by a gap student as far as the train in the playground and then watched whilst they enter the Pre-Prep building.<br><br>• ***Accident Forms – these are often found in bags long after the accident.***<br>For a serious injury or bump to the head, Matron, Mrs Swadling or Beth would call the parent. In future accident forms will be placed in a child's reading book so that they are more likely to be seen.<br><br>• ***Communication – Could there be more notice of school events, particularly when parents are able to attend?***<br>SS responded that for 'watching week' (after school activities) and Prep school house matches (for example) we will note that 'Parents are welcome' on the website termly calendar of events. | **SS/BB**<br><br>**SS/CK** |
| | **Year 1**<br><br>• ***Waiting House/contact mobile 'phone – Sometimes difficult to reach a staff member and there is poor reception.***<br>SS has already spoken to the parent who raised this issue. Admittedly, there are sometimes difficulties. We will be investing in a new mobile 'phone to try and resolve the matter once and for all!<br><br>• ***Praise from Year 1 parents for a wonderful first day of term, with the 'Turrets and Tiaras' theme.*** | **SS** |
| | **Year 2**<br><br>• ***Please can you clarify the areas of responsibility Mrs P-S and Mrs O have during the week? Also, a concern regarding the consistency of reading aloud to an adult.***<br>SS responded that the job share is working very well indeed. Mrs P-S and Mrs O have two hours together on a Wednesday for a full hand-over and for planning purposes. Parents are more than welcome to pop in and meet with both teachers, if they wish to. Reading aloud takes place in most RWI lessons, as well as 2/3 times a week to the class teacher and/or the class LSA.<br><br>• ***Scholarships – preparation within Year 2, is this sufficient?***<br>CJ responded that the scholarship papers are not topic-based. They consist of maths, reading, verbal and non-verbal reasoning. Parents are more than welcome to meet with him and see examples of the papers that the children will sit. The key to success is being practically perfect on the day!<br><br>• ***Is the level of work in the Summer term sufficiently challenging to meet expectations in Year 3?***<br>*Yes, absolutely! Obviously children will reach different standards but they are challenged appropriately in all areas* | |

- ***Traffic around the school and the usage of Mill Lane.***
  CJ responded that we do suggest that parents do not attempt to drive up to school from the direction of the Curious Pig after 8.00am, so that we can send as many cars down in that direction as possible to keep traffic flowing. We cannot, of course, enforce this rule but we do respectfully request that parents do try and adhere to the one way system for everyone's benefit. The school will be installing CCTV very shortly, which we hope will be beneficial in encouraging all parents to drive even more carefully on the school site.
  With regards to pot holes on the surrounding roads, these fall under council jurisdiction; however if we do have pot holes on school property we will aim to get these filled in as soon as possible.

**Year 3**

- ***As chess is a lesson in itself, could this be included in termly reports?***
  CJ responded that parents are welcome to seek feedback directly from Mr Tuck if they wish – particularly for children that are extremely keen. His email is jtuck@copthorneprep.co.uk

- ***Wednesday sport – some parents do not wish their child to be participating in craft on a Wednesday afternoon if they are not involved in a match? Could a member of staff be made available to do some sport with these children?***
  CJ responded that, unfortunately, there is not enough pitch space available for all children to be outside on match day. We are, however, trying to provide alternative opportunities for activities such as swimming, climbing, abseiling etc.

**Year 4**

- ***Cars parking in the 'Drop Off Zone'***
  CJ responded that the 'Drop Off Zone' is located immediately in front of the New Block. In the morning, cars should only pull in temporarily to drop off children. They should not park in this area. **Action: Newsletter item to remind parents.**

- ***Where should children be collected from at the end of the day?***
  At 4.40pm children should be collected from the New Block
  From 5.20pm-5.30pm, following an after school activity, children should be collected from the New Block.
  From 5.40pm children should be collected from the main building (either Dining Room or Spanish Room usually).
  It is worth noting that, during the Summer Term, if weather is good, sign-out is outside the New Block.

- ***More transparency over tests and classwork please!***
  CJ responded that, we offer two Parents' evenings each year, plus an annual full report and half termly grades. Should parents require further information, please do feel free to contact your child's Form Tutor.

***It was noted that one parent had raised twelve points for the meeting. CJ suggested that perhaps the parent concerned might wish to speak with staff directly. We are looking to address common themes, rather than numerous individual queries.***

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| | • ***Wednesday sports activities – could all children not be involved in a sporting activity, regardless of whether they are in a match or not?***<br>CJ responded that it is simply not possible, in terms of space and staff available, to have all children participating every week in sports on a Wednesday. For some children, they would much rather participate in arts and crafts, IT, swimming or abseiling rather than further games. The question was asked whether those children could perhaps be involved in an on-going art or film project across the term.<br>CL responded that it is not always the same children who are not playing in matches each week, but the school will look into the feasibility of offering something of this nature. | **CJ/AB** |
| | • ***More flexi-boarding dates please, particularly for popular events!*** | **CJ/MA** |
| | • ***School set texts books – could parents be informed of these?***<br>**Action: CJ responded that the school will produce a list of texts for parents.** | **CJ/LC** |
| | • ***DVD's – could parents be given a list of films watched in Waiting House? Could the school show programmes such as 'Planet Earth', 'Junior Bake-Off', 'Art Ninja'?***<br>CJ responded that we only show DVD's as a last resort. Much as parents would wish their children to be watching 'Planet Earth', by the end of a long school day children are tired and want to watch a programme for relaxation rather than educational purposes. | |
| | • ***After school activities – could there be more repeats of the popular clubs across the week, such as cookery?***<br>Where we can offer additional capacity (based upon staff availability and demand) we will endeavour to do so. | |
| | • ***On-line calendar download – could we download this onto our on-line calendars?***<br>CK responded that this is the next stage following the recent launch of SOCS. At present, the termly calendar is available on the school website and is up-dated as necessary. | |
| | • ***School reports – could they have term test results included?***<br>CJ responded that not every teacher will have tests each term. As a school we do provide parents with half termly grades, two Parents' evenings and a full report each year. | |
| | • ***Could there be a Scholarship Advice/Information Evening for parents?***<br>CJ responded that parents should make an appointment to see him and he will give further advice, as well as show parents examples of papers. There is a comprehensive scholarship booklet that parents can access on the school website. This is updated annually in the Autumn Term. | |
| | • ***Lost property – could there be a way of helping children to take more responsibility?***<br>CJ/CK responded that Matron has lots on un-named clothes at the moment! Please do not name uniform items in ink as it washes off. Sewn on labels are best. | |

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| | • ***Year 3 Information Evening Powerpoint – please include more information regarding how parents should find out about sports fixtures.***<br>CJ responded that information regarding SOCS will be sent out to all new parents and will be mentioned at the meeting.<br><br>• ***On-line programmes, such as Linguascope and MyMaths – are these monitored and can parents have some training?***<br>CJ responded that MyMaths is monitored. Please speak to/email staff if you are unclear/unsure as to how the programme should operate.<br><br>• ***Extra homework for difficult topics – could extra homework be given to consolidate topics a child is struggling with?***<br>We do not set formal homework in Year 4. If teachers feel that additional help/consolidation is required than this will take place in school time. If parents are concerned, please do email your child's Form Tutor.<br><br>• ***Teaching Year 3 children upwards study methods.***<br>Teachers work hard to ensure that all children are supported in areas they may be finding tricky and will look at alternative methods of addressing these in class.<br><br>• ***Written minutes from Class Rep Meeting – are all the points raised and has feedback been given?***<br>CJ responded that, at Class Rep meetings, we are trying to identify trends, rather than deal with each queries relating to individual parents and children. Minutes from the meetings are published on the Parent Zone section of the website, as well as being emailed out to all the Class Reps, who may disseminate them to their individual forms.<br><br>• ***What software packages does the school use? Could they be as up to date as possible?***<br>GM responded that the school will always ensure that the newest packages have been 'tried and tested' before they are installed at school. By necessity, this will automatically mean that we may be one or two versions behind those versions parents use at home.<br>CJ informed parents that Year 7 now have their own school Ipads. We plan to roll these out to future Year 7 children.<br>KF asked whether we could look to supporting a licensed school edition of software. GM responded that we could certainly look into this. | **CK**<br><br>**GM/MB** |
| | **Year 5**<br>• ***Allocation of after school activities – first choice activity never available***<br>We would suggest, where a child has a specific interest such as tennis, to put this down as a first choice on multiple days, if they are available to participate. As mentioned previously, where there are popular activities, we will endeavour to provide multiple sessions to optimise the possibility of as many children participating as possible. | **HP** |

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| | **Year 6**<br>• ***Trips for Year 6 children? They don't appear to have as many opportunities as other year groups?***<br>CJ responded that there is a trip for the Year 6 children currently being organised for the latter part of the Summer term. Dates and details TBC for parents shortly!<br><br>• ***Pre-Testing information and advice for parents. Could a booklet containing all the pre-test dates be circulated to parents, along with further advice regarding on-line resources?***<br>CJ responded that every school is different with regards to pre-test dates and procedures. Parents need to do their research! Tests may vary. Some still use traditional pen and paper testing, whilst others use computerised tests. If you are unsure of your options, please come and have a one to one meeting with CJ.<br>We do have our annual 'Where Next ..?' evening for Year 5 parents upwards and encourage parents of Year 5 children to make an appointment to meet with Mr Jones following this presentation.<br>With regards to preparation for the tests, ISEB advise that you can't tutor to the test. Verbal and non-verbal reasoning practice is key, together with 11+ maths and English practice, which we do. Planet Bofa is an on-line test program for these areas, which we will look into further.<br><br>• ***Food – Are there sandwiches or snacks available for children staying for after school activities and then travelling home by bus?***<br>CJ responded that buses depart just around the time that tea starts. Children are very welcome to take a piece of fruit out of the dining room en-route to the bus to tide them over. **CJ will speak to KT.**<br><br>• ***Communication between teachers and parents – please keep up the good work!***<br>CJ responded that this is a key area that we continue to monitor.<br><br>• ***Boys complaining about 'sexism' – girls favoured by staff.***<br>CL responded that this matter had been dealt with internally.<br><br>***Comment from a parent: '***My daughter has absolutely thrived here at Copthorne and we couldn't be more pleased with the school. The facilities, after school clubs, style of teaching and the lovely children make this a fantastic environment for her. What I like about the school is they teach the children to be independent and proactive. The whole ethos of 'sharing, caring, having fun but also working hard' seems to organically seep into the children's personality'. | |
| | **Year 7 – No points** | |
| | **Year 8 – No points** | |
| | **Next Meeting: Friday 15 June 2018, at 8.25am, in the Dining Room** | |