CLASS REPS MEETING
24 NOVEMBER 2017

Present: CJ, HS, SS, CL, CK, GM, JM, NS, JL, KF, DC, LF, SJ, JC, KG, JL-S, HV, AVH, SM, SM, FL, HG, TG

Absent: KL, CY, VG, CD, BF, JM, MW

Minutes: KBW

	The following points were raised and addressed (by year group)	
1.	**Older Nursery:** • ***Wednesdays – use of the Waiting House/after school clubs due to Prep school matches***. As traffic and parking are bad on a Wednesday due to sports fixtures, could there be an after school activity option for nursery/Pre-Prep children until later to spread out the pick-up times? Response: SS will look at this to see what we can do. If it is good weather, the children enjoy just playing in the sand pit! • ***Tapestry*** – Lovely feedback from parents. Very positive.	
2.	**Reception** • ***Playground safety and supervision***. Concerns from many parents, specifically with regards to the climbing frame. Response: SS said that there had unfortunately been an accident this week. SS has now stopped children climbing over the top of the climbing frame or hanging upside down on the main monkey bars. With regards to supervision, there were two teachers on duty within three metres of the child concerned when the accident happened, but it was completely unavoidable as the child slipped and this could not have been foreseen. The equipment has been in situ for eight years, is of the highest quality and is regularly safety checked. We will reinforce the rules regarding the equipment with parents who collect at the end of the day. • ***Lost property – how can parents and teachers help to avoid this?*** Response: SS followed up concerns regarding lost property yesterday and some children's jackets are not named in the collar (possibly in pockets or hidden under flaps though!) If all parents could please name items in the same place, it is really helpful for staff to return misplaced items to their owner. SS has also put a message in today's newsletter. Can parents please check items that come home to ensure that they actually are their child's property?! When children come back from clubs, they sat with their jackets on their laps. If they are then not collected, they hang their jacket on their peg. Staff are working really hard to help ensure that items are not lost. • ***Drop off and Waiting House – for parents with children in both the Prep and Pre-Prep, could there be an early drop off at 8.00am?*** Response: SS responded that the fee for the Pre-Prep day is for 8.10am-3.30pm. If you use Waiting House, after 7.50am, we charge	

Reception (continued)

only £1.55. If it is raining, we could open up the assembly room in the morning. At the other end of the day, from 3.30pm-4.40pm when Prep finishes could parents have somewhere to wait? This is more difficult to arrange, so perhaps an alternative would be Haskins coffee shop!

- ***After school activities – could these be published at the same time?***

  Response: CJ responded that they usually are publish simultaneously, however, at the end of the Summer holidays, unfortunately circumstances regarding the Prep school timetabling led to the activities forms being send out at different times. The lists for the Spring Term 2018 should be sent out to parents towards the end of this term.

- ***School menus – could we get a weekly/monthly up-date?***

  Response: Termly menus for both lunch and tea may be found on the school website (Home page/Information/School Menus).

- ***Healthy eating – are the children taught about healthy eating habits?***

  Response: SS responded that yes, various year groups cover different topics. As the children get older they also participate in home economics classes, which also covers healthy eating.

- ***Snacks – do the children have a daily snack?***

  Response: SS responded yes, they do; fruit and milk in the morning and brown bread and butter sandwiches and water in the afternoon.

- ***Effingham Lane – lots of cars coming down still. Can we do anything about this?***

  Response: CJ responded that this is a voluntary one-way system. It is mentioned again in this week's newsletter. After 8.00am, all parents should enter from the Mill Lane entrance.

- ***Do we have any plans to tackle gender stereotypes in the classroom?***

  Response: SS responded 'no'.

- ***Security of the Pre-Prep/nursery gate***. Sometimes it isn't shut properly and how often is the code changed?

  Response: GM - The schedule is to re-set the gate code every term. Parents and, of course, staff are also responsible for ensuring that gates are properly closed behind them when they enter/leave school premises.

	• ***Swimming pool – it has been out of action a lot this term.*** Response: GM responded that the pool chemical dosing system, which was previously managed by manual testing and subsequent dosing (which raised other concerns), has been up-graded to an automatic system, but since the new equipment has been installed the readings have been fluctuating due to the increased sensitivity. As parents will probably appreciate the regulations are extremely tight (as they should be), due to the potentially dangerous chemicals present. There have also been a few toilet accidents, which has meant that the pool has had to be closed, to ensure that the chemicals levels are correct and safe for the children. This is very frustrating for everybody. • ***Tapestry*** – parents are loving this new addition! • ***Kit/Changing*** - When children have an after school activity or PE, they change at 8.30am in the morning, even though they come into school in full uniform. Is there any way the children could just come into school wearing PE kit to start with?! Response: SS responded that, as the year goes on, children learn to change more quickly and can then change at other times of the day. • ***Nativity Costumes –*** Could the school allocate existing costumes, so that parents don't have to purchase new ones? Response: SS responded that the Pre-Prep hang up all costumes and they are available to all parents on a 'first come, first served basis'. The school is very lucky to benefit from the generosity of parents who donate costumes for the following years' performances.	
3.	**Year 1** • ***New parents into Year 1 – worrying about what uniform to bring in when and general day to day workings of the school.*** Response: CK goes through all uniform requirements/what to pack in what bag etc. with all new parents at the uniform fitting. CJ responded that this is where the Class Rep role is really invaluable, as current parents can help and advise new parents also. KBW responded that new parents receive a 'welcome pack' of information, including a handbook for the respective section of the school, together with a letter that gives details of where to go and what to bring for the first day or two of term. • ***After school activities – could we offer gymnastics or drama?*** Response: SS said that the Pre-Prep runs approximately six clubs each day and there is, unfortunately, a limit to what we can offer. Sometimes, we don't have enough children to make the club worthwhile. We have looked into gymnastics in the past, but there was not the demand. Taekwondo seems to have taken over in popularity. The Prep school have games at the same time as the Pre-Prep have their clubs, so this does limit space availability.	

	• ***Feedback from after school activities. Could there be more watching weeks and progress up-dates for parents?*** Response: SS responded that she will make the email addresses available on the 'Who's Who' section on the school website, so that parents can make an individual enquiry, if they wish. With ballet and swimming, parents have been invited in to watch once a term. SS is looking to re-introduce swimming badges in curriculum lessons.	
4.	**Year 2** • No comments/queries raised.	
5.	**Year 3** • ***Parents are worried about the crossing in the car park***. Response: GM has reviewed the car park twice. He has also looked at the warning signs and barriers. He feels that these are sufficient, together with the lighting (although we will be upgrading the lighting straight away). As parents enter the main car park, there are three speed bumps, that we don't really want to add any more to. To remove the risk entirely, we would need to remove cars totally from the centre of the school site. If all parents adhere to the rules, it would really help from a safety perspective. Parents should not be travelling more than 5 miles per hour on site. Parents reversing need to be extremely careful and observant. There should be no usage of mobiles whilst driving! Supervision and awareness is the key. A presence from SMT in the car park more regularly will also help. We have taken away some of the shrubs, to increase both driver and child visibility. CJ commented that children are reminded on a regular basis to use the path/crossing and NOT to run out into the car park. As a school we have talked about further barriers (fences) but this is just not feasible. Parental question: Can the school check whether there is a blind spot on the crossing leaving the school, by the pavilion? The crossing starts quite far back by the bench. GM responded that the crossing is on a speed bump. As a school we are very conscious that we need to minimise the risk of a child being injured in the car park. • ***Matches and match reports. Sometimes they seem to be written in a rush. Could they be checked before being sent out in the newsletter?*** Response: CJ responded that the reports are written by staff immediately following the fixtures, quite often in a 'sports reporter style'. We will endeavour to check these further before publishing. • ***At matches, sometimes the organisation appears a little 'random' - e.g. not the same number of children playing?*** Response: CJ wondered whether this was more related to away matches, over which we have little control. The idea is to have as many matches as possible, to involve as many of our children as we can. • ***Concern over items going missing from the girls' changing rooms.*** Response: Yesterday, the changing rooms were locked and the girls were spoken to during assembly. It is an inconvenience for them.	

	We need to get the message across that it is not acceptable to take items that do not belong to you. • ***Updating class lists and notifying class reps when someone new joins.*** Response: KBW responded that class lists are up-dated on the Parent Zone section of the website on a termly basis and half-termly, if necessary as these tend to be the main points in the academic year in which children join. Occasionally, we do have children join mid-term, which is unusual, however we do make every effort to keep the lists as up to date as possible and inform class reps where appropriate. In the summer holidays, all class reps were forwarded the class lists and contact details of new families so that they could welcome them to Copthorne, which worked extremely well. Moving forward, we will include a tick sheet with our joining paperwork to ensure that new individuals do not 'slip through the net' with regards to class list amendments and informing reps. • ***Children in Need. Lots of people wondered if we could do something more to raise money next year? Perhaps a cake sale etc? Many were surprised we didn't do anything.*** Response: CJ responded that Children in Need day falls on the Friday of Year 6-8 exam week and we do sometimes schedule exams on that day. Every other year we tend to do more events.	
6.	***Year 4*** • No comments/queries raised	
7.	**Year 5** • ***Parent etiquette on the side lines on sport. Parents are coaching from the side lines. Across the board in both boys' and girls' sport.*** Response: CJ – sport is competitive, but it should be fun. Parents shouldn't be coaching. Children need to be supported and encouraged. CJ will send something out to parents. If necessary, we will have to speak to parents individually. We can also put something on the website as well to remind parents of the correct 'etiquette'. CK will do this today! We can also reinstate the match day leaflets, to remind visiting parents attending fixtures at Copthorne what is acceptable practice. • ***First aid on the side lines. In a recent match, several children were injured, but there were no ice packs available?*** Response: CJ responded that there should be a first aid kit available, whether we are playing at home or away. There is a concussion protocol – anyone with a head bump shouldn't be allowed to go back on. This will be followed up with staff. • ***Effort star consistency. Parents are worried because of the recent email regarding Golden Time, that there child may not be allowed to go on the treat if they have insufficient stars.*** Response: CL responded that it staff consistency is in awarding stars is monitored on a half termly basis. Some staff can be more generous than others. We do endeavour to ensure that all children can participate in the treat.	

	• ***Comment re: match teas – fruit was lovely to have as an option. More please!*** • ***Reading record books – these don't appear to have been checked since September?*** Response: CJ will follow up on this. • ***Can there be a mirror on the way in from the main road, to aid vision? Could there be better lighting by the theatre, as it's rather dark?*** Response to both points: GM will follow up, although it is unlikely that we can put a mirror up from the front road as it is not our property.	
8.	**Year 6** • ***Drama – why has it disappeared from the timetable or is it now part of English?*** Response: CJ responded that drama is now part of the English lesson allocation, so there are six lessons of English per week, to include drama. The timetable allocation hasn't changed this academic year. We have just employed Liam Gallagher to take more drama next term. We are also just auditioning for the senior production of 'Aladdin' next year, for Year 6, 7 & 8 children. • ***Food – has there been a budget cut?! Concerns over the quality and quantity of food.*** Response: Children are very welcome to go up for seconds. There are usually plenty of options available to children, including the salad bar and jacket potatoes, as well as vegetarian options.	
9.	**Year 7** • No comments/queries raised	
	Year 8 • **Exam scheduling of the week. As the exams are heavily weighted at the beginning of the week, would it be possible for the revision to be peppered throughout the week?** Response: HS responded that the timetable was devised to address extra time for some pupils and to allow for some gaps for over-running. With the Common Entrance exams this will follow the same pattern, so we wish to get the children used to a similar set up beforehand. • ***Concern that a revision session right at the end of the exam period was before English language and they had to sit in silence and couldn't read/revise?*** Response: HS reassured parents that children were most definitely allowed to read/revise as appropriate.	
10.	**Friends of Copthorne (Sarah Robinson)** Round up of items for Christmas hampers. All reps present confirmed what had been received from their forms and discussed stall timings for the Christmas Market on Sunday 3 December. Please could hampers be taken to the Rendall Room in the first instance on Monday next week (27th December)?	

	Carole Kinnear re: School photographs These will now be moved (as from today) to the Parent Zone section of the website and parents may download them directly.	
	Next Meeting: Friday 9 March 2018, at 8.25am, in the Dining Room	