

**Abbey College, Ramsey - Parent Forum**  
**Minutes of the meeting held Tuesday 12<sup>th</sup> July 2022, 4.30pm**

**1. Welcome**

All were welcomed and introduced themselves. The following were present:

Andy Christoforou (ACH) – Headteacher 4.50pm

Cheryl Greyson (CG) – Chair

Caitriona Powell (CP) Deputy Headteacher

Sarah Noble (SN) – Assistant Headteacher

Janet Oswell (JO) – Assistant Headteacher

Alan Dods (AD) - Governor

Katie Dodsley (KD) – Clerk

Alison Gaillard

Natalie Halliday

Ian Sullivan

Eve Kamau

Z Matthews

Anna Conway

Sarah Whalley

Apologies were received from Kate Richardson.

All were welcomed and introductions were made.

**2. Minutes from the meeting on 5<sup>th</sup> May 2022**

The minutes from the meeting on 5<sup>th</sup> May 2022 were agreed.

Matters arising – none.

3. **Homework** – CP gave an update on what has taken place since the last meeting. Students have had assemblies about why and how to do homework to increase learning. **Q** – how much homework should students be receiving? KS3 will get six to nine hours per fortnight, made up of twenty to thirty minutes per subject. KS4 will get seven to ten hours per fortnight. KS5 will be different as students have study time and there is an expectation for independent work in that time. Teams feeds into Edulink so parents can see what's been set, and this is working well.

**Q** – Do parents see the same as students on Edulink? This has been trialled and they don't always match and this needs to be rectified. There will be a training session for staff on inputting homework on Teams correctly so that it feeds through to Edulink.

**Q** – what support is given to students to help plan for homework? This depends on the subject and expectations will be made clear to students. RSLs have briefings each week and if there are any student queries they are picked up weekly.

**Q** – will there be any consequences for late or missing submissions and how will students be helped to submit on time? SN noted that at the moment if homework is not submitted, a Tell is issued. With the new focus, and learning the essential skill to be organised, non-submission will lead to a detention. This will give students more incentive to hand work in on time and learn good habits. Staff will ensure students are aware and understand the system. If a pattern is identified, the student will be worked with. Y7s will be given some flexibility in the first half term and there will be a provision in school for students to do homework if they forget and want to rectify their error. **Q** – will there be a teacher in the class to help? Yes.

**Q** – is homework an issue in earlier years or is it regularly reviewed and changed and there are students in all years who don't understand expectations. There are students across the school who are not in the habit of doing homework and there are some students who have struggled coming

back into school following Covid. Due to Covid, homework was not a priority and it became normal not have homework set, this habit has been difficult to change. Now, homework will be focussed on recall and the process will be kept as clear and simple as possible to suit all subjects.

Some parents felt that a detention was a harsh sanction as some students have extracurricular activities and when homework comes all at once it is impossible to do it all. Having it come irregularly also makes it hard for students to keep momentum and the volume needs managing. CP confirmed that homework will be clearer across the school going forward and will be regularly reviewed and hopefully the amount will be evenly spread.

**Q** – how far in advance do teachers plan homework? It can't always be planned weeks in advance as it can depend on what happens in lesson. If students don't understand the lesson, homework on the subject can't be set.

Some noted that there may be some pastoral consideration needed for some students as there maybe circumstances which mean a student is unable to complete homework. Parents were assured all students will be given consideration and dealt with appropriately.

**Q** - With the new technology, do students have a planner they can write in to see what they need to do? Paper planners are no longer in use and it is all visible on Teams.

*[CP left the meeting at 5pm]*

#### **4. Edulink Demonstration – J Oswell**

JO gave a presentation of the system and noted that initial reports from parents are that it is liked.

**Q** – why is there not information available on why behaviour points were given? It is to encourage discussion with the student by parents. **Q** – it could sometimes be useful for a parent to know what a sanction was for to prompt discussion. SN noted that the system allows for patterns to be identified and staff are not asked to comment each time as that would be time consuming and take up teaching time. Students will know why they have been given a Tell and parents can discuss behaviour with tutors if they wish. There are no plans to add comments as this would undermine the effectiveness of the system.

**Q** – how do parents find form tutor contact details? Parents can email the generic office email and this gets sent to the relevant person. **Q** – how would tutors know what the problem is if there are no comments? The students will know why a Tell was given and the form tutor will become involved when a pattern is seen.

It was agreed that Edulink is a positive system to be using.

#### **5. PASS Survey and student wellbeing – S Noble**

The survey of all students was carried out to measure student attitudes, which were ranked alongside national data. There was a survey carried out last year then another this year. Scores this year are broadly in line with data from last July and the majority of data shows high satisfaction. There is one category in Y7 and Y9 that is amber and this will be revisited, other years have shown improvement. There will be work carried out with student voice groups and some interventions for individuals. The outcomes are very positive especially with the difficult time with Covid.

**Q** – how does the report card system work? Form tutors receive a list of Tells and if there is an increase, the tutor will do some work with the student, contact parents and discuss with the RSL. The report card sits in the system as a supportive measure and it is the RSLs decision to put a student on report. A student can also be on report following a period in refocus, to check progress.

**Q** – could the report go on Edulink? There would be some benefits, but the physical reminder to the student is useful. A decision will be made on this.

#### **6. Year 10 update – K Glen**

The Stepping Up process was explained as a programme to support students with homework, planning, organising, time management and independent learning, which are key skills for Y11.

Some parents have already given feedback that revision cards would be useful before Y10 assessments. The Stepping Up process is evolving and this suggestion will be looked at for next year. Students have appreciated the process.

**Q** – as the process is in term time, will some students lose learning habits over the holidays? Teachers are able to set pre learning tasks over the holidays to keep up the momentum. The process was hard to manage over the holidays and it was moved to the summer term. The Year 10s have been well motivated and there has been good feedback. Some students were initially overwhelmed with the size of the booklet but the process is about planning, organising and time management.

#### **7. Fundraising**

Pop up sales – £132 was raised at the Y6 induction event and there will be another pop up sale on 15<sup>th</sup> July after school. Online sales will continue and a new website system will be moved to. ACH noted thanks to CG for attending the Y6 transition event. Next year there is new legislation that preloved uniform has to be available, so it is important that this is on offer.

#### **8. Items for the next Agenda**

- a) Sixth Form – update from Sam Moore
- b) Reports – end of Y10 into Y11. Could there be a comment, summary or area to focus on in Y11.
- c) Duke of Edinburgh – what happening and how supported – Mr Eastwood

#### **9. AOB**

Thanks were noted to all who have joined meetings and helped at events this year.  
Thanks were noted to staff who have presented to the group over the year.  
Thanks were noted to CG for chairing and driving the Parent's Forum forward.

#### **10. Date of the Next Meeting**

TBC

The meeting closed at 5.30pm