

**Abbey College, Ramsey - Parent Forum**  
**Minutes of the meeting held Tuesday 28<sup>th</sup> February 2023, 4.30pm**

**1. Welcome**

All were welcomed. The following were present:

A Christoforou (ACH) – Headteacher  
C Greyson (CG) – Chair  
S Noble (SN) – Assistant Headteacher  
K Wibberley (KW) - Assistant Headteacher  
K Dodsley (KD) – Clerk  
N Halliday  
K Kamau  
R Kilbey  
K Richardson  
I Sullivan  
S Whalley

**2. Minutes from the meeting on 13<sup>th</sup> December 2022**

The minutes from the meeting on 13<sup>th</sup> December 2022 were agreed.

Matters arising

- a) Homework tracking – The results from the Y7 and Y11 survey for homework was circulated prior to the meeting (below). There is a fair range of homework provided.
- b) Tassomai – students have been given more guidance and more information.
- c) Edulink – reminders on how to log in and use Edulink have been circulated to parents. Q – have there been any face to face support sessions? ACH noted that there is a new member of staff for data and he has a list of inactive parents on Edulink who he is in the process of calling to support them to get on to Edulink. Some parents have brought a device in to school for support. The school will continue to provide support.
- d) Sports fixtures and notifying parents – **Action:** B Pugh to report to the next meeting.
- e) Meeting times - Some parents have asked if the Parent's Forum meetings can be later for working parents and opinions were asked. It was discussed that meetings need to be accessible to all and holding them later may allow more people to join. Parents often have lots on in evenings and changing days helps too. It was agreed that the next meeting will be at 5pm and they will alternate between Tuesdays and Thursdays.

Feedback from Parent Visit

RK visited the school to review the toilets following the last meeting. RK noted thanks to the school for taking the time to show her around. It was an interesting visit and children and adults clearly have different perspectives as she found the school to be well maintained and different to how described by students. There were a few flushes not working, a couple doors not shutting properly and some mirrors that look like they need replacing, but it is an old building and the school can't do much more than it is. All toilets were clean with toilet roll and sanitary disposal units where appropriate. It was a good visit where line ups and routines were also observed. Everything runs smoothly and it was good to see everything working well. Thanks were noted to RK.

Q – were staff reminded to allow students to use the closest toilets during lesson change overs, as discussed at the last meeting? SN noted that staff were reminded but there have been changes because of the building moves and there are now designated bathrooms for KS3 and KS4 for lesson change over on North. There was a student voice session and students were concerned that they would be late for lessons if they use them. The school is on a big site and if students use the bathroom between lessons then they may have to walk quickly, but getting to lesson on time is

achievable. Q – are toilets labelled so it is clear which are to be used? Yes and all students have been given a card stating which are their zones and toilets. RK noted that all toilets are well labelled but there are still students being sanctioned for using the incorrect toilets between lessons. **Action:** SN to remind staff again.

Q – are there toilets students are not allowed in? Yes, the majority of students prefer to have toilets by year group. There is a toilet on both sites that students can access. Q - Is there any national guidance on separating toilets? It was discussed that it is common in schools. There has been a recent national increase in vaping and younger students are concerned about mixing with older students. Older girls prefer not to have younger students in the same bathroom, as their needs and privacy needs are different. ACH and SN have visited a few schools recently and toilets are an issue, with some even locking toilets and monitoring visits. It is better to separate students to reduce anxiety, vaping, self harm etc.

It was discussed that it has been reported that students don't feel the bathrooms are private if staff go into them, for example when using the urinal or dealing with periods. It was discussed that this might be another area where perceptions are different as staff will only briefly go into communal areas to ensure groups aren't congregating and would only remain if groups were taking time to exit.

**Action:** SN to review.

CG noted that there is a period friendly school charter and shared the link for the school to look at (<https://periodpositive.com/period-positive-schools-an-award-for-educational-organisations-education-departments-and-councils/> ). SN noted that there is a stock of items available on both sites.

### 3. **Lining up for lessons and year group zones– S Noble**

A video of line ups before lessons was shared. It was discussed that the aim is to make the start of lessons focussed and settled and going into a class all together helps. Good routines and expectations are essential and it is positive to have a meet and greet with the students. The line ups are especially useful if there are cover staff and there are SLT in the area to support if any teachers are delayed so that there is still order and efficiency.

### 4. **Homework Tracking – C Powell**

Covered under item 2.

### 5. **Attendance Policy – K Wibberley**

The policy needs to include statutory requirements, but it is positive to have parental input and feedback.

- Q – is there any allowance in being marked absent when a student is late but in school for the majority of the day? KW noted that it is a statutory requirement that students are marked absent if they are not in school after 30 minutes. Registers are taken in the morning and afternoon so there are two marks per day and they are marked depending on the reason for lateness. It was also discussed that there is a safeguarding issue which is why 30 minutes is the cut off put in place by the government.
- A parent noted that they contacted the school about the policy and asked for details of statutory guidance about home visits when a student has been reported to the school as absent. As far as they can see there is no statutory obligation. They also noted a safety concern about a single member of staff visiting houses. They felt that visits were inappropriate. KW noted that feedback about safe and well checks has been received and will form a part of the new policy. The school needs to know where students are and that they are safe. After trying to call, staff would carry out visits to ensure there are no concerns, to build relationships or if the school hadn't heard why a student was absent. Most schools carry out visits to ensure student safety or to ascertain where a student is. Going forward,

the plan is not to visit a student if the school has been notified of an absence. If there is long term absence then there would be visits arranged to maintain links.

- Staff safety is a priority and there are risk assessments in place which include routes, contacts and who to call with a concern. It could be that two members of staff carry out a visit if there is any uncertainty.
- A parent noted that the school has no legal right to enter a house and hope that staff won't enter unless invited. Lots of parents felt they had to let staff in. KW noted that the majority of parents or carers are happy to have a visit and have the communication from school. ACH noted that these points will be considered in the new policy and these types of visits are a Covid legacy when wellbeing checks were carried out. Parents appreciated the contact and the visits stayed in the policy. KCSIE (Keeping Children Safe in Education) refers to the school's responsibility to make a reasonable effort to locate missing students and visits are good practice rather than a must.
- A parent noted that regular orthodontic appointments appear to affect attendance data depending on the time of the appointment and parents often have no control over the appointment times. Students want higher attendance and this is not their fault. KW noted that orthodontic appointments are coded as medical and are authorised. If a student is absent for one of the two points in the day when registers are taken then that have to be marked as absent.
- Rewarding good attendance was discussed as it is upsetting to a child with medical or special needs who cannot attend school and therefore misses out on rewards. KW noted that this has changed this year so that all students have the opportunity to achieve a reward as individuals now have their own target based on a formula over time. All schools are struggling with attendance post Covid and will try hard to promote good attendance. Last year the Thorpe Park trip had the highest ever attendance and the school is working towards increasing this further. There is not a perfect solution for all students, but the school is aware that if a student isn't in school they will not do as well as they could. A parent noted that if reasonable adjustments are being made then those with SEND are not being discriminated against by rewarding good attendance. The school has additional policies in place to support students to attend with reasonable adjustments.
- A parent noted that it is unfair to not allow Y11 students attend their Prom if their attendance is under 90% as they should all have the right to celebrate the end of their time at school, unless their behaviour has been extremely poor. They feel that this should be removed from the policy. If a student is unable to attend school because a health need then rewarding attendance has a negative effect as they are missing out. Students need to be told if they have an individual attendance target. **Action:** KW to review the policy around Y11 Prom attendance and ask the Y11 RSL to work with students for their opinions.
- A parent noted that students need to be motivated and if they feel they have a reason for not meeting a target then the policy should offer them the chance to talk to the relevant member of staff.

#### 6. Fundraising and Finance Update

CG noted that there are two volunteers who are in the process of being DBS checked to support with uniform sales. There has been an increase in interest in the shop since the shop at St Ives closed but there is shop a in Peterborough and an online shop.

**Action:** School to let CG know of any open events in the school that the shop can open as it was very successful at the Y8 Options Evening.

#### 7. Items for the next agenda

- Student Feedback Form on Edulink- J Oswell
- Sport fixtures – B Pugh

- Prom passport – K Wibberley

## 8. AOB

## 9. Date of the Next Meeting

Thursday 30<sup>th</sup> March 2023 5pm

The meeting closed at 5.35pm

## Year 11 Homework Tracking

### Student 1 – High Band

Copy of homework record for Dec 22

Due Date	Name	Subject & Class	Available	Submission	Received
yesterday 11/12/2022	Tassomai: complete 4 daily goals	ACA-2022-11E-Ee1	05/12/2022 08:00 7 days ago	working	
3 days ago 09/12/2022	Memrise - Minimum of 20,000 points weekly.	ACA-2022-11B-Fr1	05/12/2022 08:30 7 days ago	working	
6 days ago 06/12/2022	Electromagnet devices	ACA-2022-11E-Ph1	02/12/2022 12:32 10 days ago	working	
7 days ago 05/12/2022	Tassomai Daily Goals	ACA-2022-11E-Ch1	28/11/2022 16:17 14 days ago	working	
8 days ago 04/12/2022	Tassomai: complete 4 daily goals	ACA-2022-11E-Ee1	28/11/2022 08:10 14 days ago	working	
10 days ago 02/12/2022	Memrise - Minimum of 20,000 points weekly.	ACA-2022-11B-Fr1	28/11/2022 08:30 14 days ago	working	

- Regularly gets homework set for English/ Maths / Science on Tassomai and French on Memrise
- Supplementary homework set is generally based on exam style questions
- Feels that amount of homework is about right and supports revision for Exams

### Student 2 – Middle band

Copy of homework record for Dec 22

Due Date	Name	Subject & Class	Available	Submission	Received
yesterday 11/12/2022	Tassomai: complete 4 daily goals	ACA-2022-11E-Ee1	05/12/2022 08:00 7 days ago	working	
6 days ago 06/12/2022	Revision cards on Sine and Cosine rule	ACA-2022-11E-Ma2	30/11/2022 09:28 12 days ago	working	
6 days ago 06/12/2022	Electromagnet devices	ACA-2022-11E-Ph1	02/12/2022 12:32 10 days ago	working	
7 days ago 05/12/2022	Tassomai Daily Goals	ACA-2022-11E-Ch1	28/11/2022 16:17 14 days ago	working	
8 days ago 04/12/2022	Tassomai: complete 4 daily goals	ACA-2022-11E-Ee1	28/11/2022 08:10 14 days ago	working	

- Regularly set work for English/ Maths/ Science on Tassomai – likes this as know what needs to be done.
- Supplementary homework set generally based on exam style questions
- History homework set on Seneca learning but has not appeared on teams so this is confusing?
- Art is coursework based so home work set depending on deadlines.

Student 3 – Low Band Copy of homework record for Dec 22

Due Date	Name	Subject & Class	Available	Submission	Received
3 days ago 09/12/2022	Revision	ACA-2022-11B-It1	29/11/2022 15:54 13 days ago	working	
6 Days Ago 06/12/2022	Solving Equations	ACA-2022-11E-Ma3	29/11/2022 20:48 13 days ago	submitted	
7 Days Ago 05/12/2022	Tassomai Homework	ACA-2022-11E-Bi3	23/09/2022 16:25 80 days ago	submitted	
7 Days Ago 05/12/2022	Tassomai	ACA-2022-11E-Ee3	29/11/2022 15:00 13 days ago	submitted	
7 Days Ago 05/12/2022	Electromagnets	ACA-2022-11E-Ph3	02/12/2022 10:38 10 days ago	submitted	

- English and Science homework set on Tassomai weekly goals
- Supplementary science homework set in the style of exam questions
- Maths homework set weekly as a worksheet to be completed
- Geography exam style questions once every 4 weeks
- ICT not usually set homework, only when there is a deadline for coursework.

Example of maths homework set:

HOMEWORK DETAIL

Expanding and Simplifying Brackets

08/11/2022

ACA-2022-11E-Ma3

Set by:

Miss A. Beel

Description:

"Look Say Cover Write Check" sheet on Expanding and Simplifying Brackets

Ideally complete one column every day.

Remember this is about longevity 15 minutes a day applying the knowledge to answer the questions. Repetition of the method is important. It doesn't matter what the numbers and the letters are - what matters is that you are multiplying everything on the outside of the bracket with everything on the inside of the bracket. Make sure you are checking positives and negatives too!

You will be tested in the lesson on Tuesday 8th November.

A video that might give you extra help:

<https://corbettmaths.com/2013/12/23/expanding-brackets-video-13/>

Go to Teams

## Year 7 Homework Tracking

### Student 1

**23<sup>rd</sup> November 2022 – 7N/Se4**

Wind Turbine

This was a group task. They had to make a wind turbine using bits of cardboard and other materials. Set on Teams

**04<sup>th</sup> December 2022 – 7N/Sp4**

Languagenut Homework

Six tasks set – you had to practice and then complete a quiz on what you had just learnt.

This could be spread across a week, between being set and due

**05<sup>th</sup> December 2022 – 7N/Sc4 -**

Tassomai Daily Goals

All online – 4 a week for each of the following subject

English

Science

Maths

**06<sup>th</sup> December 2022 – 7N/Ar4**

Complete CTG's in assessment booklet

Students had an assessment and you received CTG's to fix

This was completed in our exercise books.

Original assessment was in exercise books

**08<sup>th</sup> December 2022 – 7N/Pa4**

Key terms Drama Quiz

Online quiz testing your music knowledge and drama knowledge

Facial expressions

Body language

Gestures

**Student 1's view on homework – we get more online than written, around 60/40 split**

**Student 3**

**25<sup>th</sup> November 2022 – 7N/Sp1**

Vocab 1 Familia

We had to revise for a test about family and ourselves in Spanish

This was done using our exercise books, but you could access work on memorise as well.

**01<sup>st</sup> December 2022 – 7N/Mo2**

Social Studies survey

This was a survey about the school which we completed online at home

**5<sup>th</sup> December 2022 – 7N/Ar1**

Complete the Timeline from today's lesson

This was about different types of art, pop art, cavemen art, abstract art – we had to cut pictures out and stick them in our exercise books

**5<sup>th</sup> December 2022 – 7N/Sc4**

Tassomai Daily Goals

All online – 4 a week for each of the following subjects

English

Maths

Science

**09<sup>th</sup> December 2022 – 7N/Mo2**

Faith and Ethics homework

We had to make flash cards from work we have done this year that was sent via a Teams link.

We had to make 10-15 cards

**Student 3's view on homework – we don't get too much, just enough to keep me busy. Fair split between online and in books**

**Student 2**

**01<sup>st</sup> December 2022 – 7N/Ar4**

Poem or Image

We were shown a photo of a poem and a photo of something else

If you picked the picture you wrote a poem about it

If you picked the poem you created a piece of artwork that linked to it

**01<sup>st</sup> December 2022 – 7N/Mo1**

Jesus Knowledge Organiser

Given a link which when accessed it took you to everything you have learnt so far, and some work yet to be taught.

The object of the homework was to make 10-15 revision cards

**Every Week – Tassomai**

4 daily goals each week online for

Maths

English

Science

**08<sup>th</sup> December 2022 – 7N/Pa4**

Key terms Drama Quiz

Six tasks set – you had to practice and then complete a quiz on what you had just learnt.

This could be spread across a week, between being set and due

**English Intervention with Miss Patrick**

Homework is not set, we are advised to use Edshed to practice our spellings

It has 3 different stages, year 1 & 2, Y 3 & 4 and Y 5 & 6

When you frequently get 10 correct, you move to the next level

**Student 2's view on homework – I prefer online because if you are off and it was bookwork, it is not as easy to rectify**

**Student 4**

**26<sup>th</sup> November 2022 – 7S/Sp3**

Languagenut

Complete 6 different tests between Nov 26<sup>th</sup> and Dec 4<sup>th</sup>

The aim was to achieve 70% overall

**29<sup>th</sup> November 2022 – 7S/Ar3**

Poem or image – set on Teams

Had to draw a picture or write a poem about a picture – clocks melting on a beach was the picture.

Based on an out of the ordinary picture

**01<sup>st</sup> December 2022 – 7S/Mo2**

Jesus Knowledge Organiser – homework set on Teams

Making revision cards

**08<sup>th</sup> December 2022 – 7S/Ar3**

CTG's throughout your book and assessment – set on Teams

Students did a test for Art, those they got wrong were corrected on the CTG page

Research 7 principles and 7 elements of art

Finish off a picture they had copied down – if no shading, they had to complete the shading

**09<sup>th</sup> December 2022 – 7S/Sp3**

Year 7 Kits homework – Module 4 test

Given a piece of paper with spellings, English & Spanish

Look, cover, write in preparation for a test

Every week they have Tassomai daily goals which are on a computer, these are set every week, in addition to any other homework for these subjects.

Science x 4

English x 4

Maths x 4

**Student 4's view on homework – I feel it is quite an even split between online and text books.**