

**Abbey College, Ramsey - Parent Forum**  
**Minutes of the meeting held Wednesday 10<sup>th</sup> March 2021, 4.30pm**

**1. Welcome**

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

Andy Christoforou (ACH) – Headteacher  
Luke Mann (LM) – Y6 Transition Lead  
Debbie Neal (DN) - SENCO  
Kate Wibberley (KW) – Assistant Headteacher  
Cheryl Greyson (CG) – Chair  
Katie Dodsley (KD) – Clerk  
Amanda Bakewell (AB)  
Claire Eeley (CE)  
Catherine Lilley (CL) arrived 16.45  
Zara Matthews (ZM)  
Sarah Whalley (SW)

[Q – Question]

Introductions were made.

The minutes from the previous minutes were agreed.

Matters arising

- There was a survey to parents about moving lunch times during lockdown. From the results it was agreed to keep lunchtime as it was.
- Parent Forum updates are being included in the newsletter.

**2. Student Welfare**

Support for Year 6's moving into Y7 – LM gave an overview of transition. A Loom video to share with Y6s has been sent to primary schools introducing Abbey College and Mr Mann. There are some transition programmes that the transition team would like to implement, and whether these are in person or virtual will depend on Covid. Live Q&A sessions will be offered as these were popular last year. LM and DN will meet primary teachers to gather information about each student to enable the school to build a portfolio for each student, to get to know and meet their needs. DN noted that handovers are starting as she has already attended six EHCP annual reviews with some primary schools. It is important to have a Y7 team in place to meet the students' needs and there are profiles on the transition pages of the website to enable students to put faces to names. There will be some fun activities and some top up tasks to get the Y6 students prepared for Y7 put on the website in due course. There is an acceptance pack due to go out after Easter and any students who accepted their place will receive an acknowledgement letter from LM. There would usually be a meet the tutor evening in July but if this cannot be held then there will be a session in July where form tutors call parents and students to introduce themselves.

A parent noted that this is positive and reassuring as information from their primary school has been minimal.

**Q** - Communication is key, especially about the behaviour system. Would it be useful if Y6 students were written to about the behaviour system so they know what to expect? LM noted that it will be covered nearer the end of the academic year and he may put something together for the primary schools to show the children. Once all parents email addresses are known, a transition email account will be set up and parents will receive copies of school communications, such as the newsletters, and any information that the students are given. It

was noted that it is important that parents understand the rationale behind the behaviour system, which is that students are not allowed to disrupt learning.

**Q** – Extended form time worked well this year, will this continue? ACH noted that a survey will need to go to parents to obtain views. With respect to settling in, it was good to have the Y7s in school early in September this year as it was a good opportunity to get to know the students and ensure they settled before the older students returned. There has been a lot of disruption and the Y7s will need to be supported settling in. It was noted that it is good for new students to experience bus journeys for a few days whilst the busses are not full, but it would be useful to have some sixth formers or older students to provide some guidance.

**Action:** ACH to survey parents about supporting a staggered start in September.

Any further questions can be emailed to LM.

Reintegrating students back into school life – DN reported that there has been phone calls home to the most vulnerable students during lock down and they were asked if they wanted a visit to school before returning. Those who chose to visit have seen the testing centre and some have been allocated to an additional, quieter time slot.

There is counselling and bereavement counselling available if needed and additional form time. Those who have struggled have been reassured and shown who they can talk and go to. Face covering requirements have changed and staff are told which students are exempt. Feedback about the first day is positive.

**Q** – Will parents be supported to guide students on their behaviour when they are struggling to settle in? Staff are aware of those with needs and struggle with the behaviour system and will give them some processing time. S Noble and C Peattie have met with some students and families to talk about concerns and how they can be supported.

### **3. Uniform Supply**

Since the last meeting, quotes were obtained from alternative suppliers. An additional online supplier has been appointed. Prices are in line with the current supplier and they will be set up for the summer term transition, with some fitting sessions if allowed. **GC** - Will parents be informed about the new supplier? Yes, parents will be informed that there is a second supplier available when the supplier is ready.

Ordering over summer - the second supplier will have a cut-off date, similar to the current supplier.

Financial support – the second supplier cannot offer payment options, but are reviewing this. The current supplier can offer payment options.

Second hand uniform –there is currently a small supply that the learning mentor controls. The school does not have the capacity to increase the supply. KW has researched what other schools do and some have parent groups who run preloved uniform sales which can raise £1-2K.

Generic uniform pieces – Currently there is the blazer, PE shorts and top that are embroidered.

There are not many pieces and this won't be reviewed at the moment. The school has a hardship fund and Pupil Premium fund that can be used if needed and this will be promoted. A parent noted that it needs to be made clear to parents what items can be purchased at other shops rather than the named suppliers. ACH noted that there will be a list of what can be bought from other places.

Thanks were noted to KW for her hard work.

### **4. Fundraising**

Some ideas for fundraising are:

- Word search, pay to enter
- Family online quiz
- Online bingo
- Walking challenge
- Design a cake competition
- Preloved uniform sales

**Q** – How will the money be taken and processed? It was discussed that there could be a Just Giving page or there are apps and websites available for PTAs to receive payments that could work. A member noted that one of the primary schools has this and it works well.

**Action:** members to contact SW with offers of support.

**Action:** ACH to consider a list of items fundraising could be for.

It was discussed that hopefully students can become involved and the enterprise group could incorporate some of their work with the Parent Forum.

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

Settling in and progress since reopening.

**Action:** JO to present on assessment and how the curriculum will be adjusted to support students.

**Action:** DN to update on how students are settling in emotionally.

## **6. AOB**

## **7. Date of the Next Meeting:**

Thursday 25<sup>th</sup> March 4.30pm

Close 17.30