Class Representative Meeting Minutes – 6th November 2026

Attendees

Class Reps

School Staff

- Kate Eld
- Caroline Carter
- Sarah Pearson
- Emma Angell
- Rebecca Marsh

Apologies: Johnny Magee

Welcome to Class Reps and New Class Reps:

- Kate Eld shared the draft Class Rep role description and asked everyone to review it and provide any feedback by Wednesday 11th November.

- Sarah Pearson thanked parents for their support during the Ofsted inspection, their kind comments and for completing the parent survey. She also reminded class reps to encourage parents to book onto the rearranged Parents' Consultation Evenings.

Common themes from parent feedback included:

- Jellies booking system
- Homework

Jellies

- Parents reported difficulties securing places at Jellies, particularly for ad hoc bookings. Caroline Carter said that she has been reviewing booking data provided by Childcare Booking System (CBS). The club has historically operated at capacity; however, there has been increased feedback regarding difficulties booking sessions since the introduction of the new system.

- The shorter cancellation window may be contributing to reduced availability as places are released too late for others to book. The school will investigate extending the cancellation period.
- Parents reported difficulties amending existing bookings and concerns that shorter sessions were not always being offered. These concerns will be raised with CBS.
- If permanent bookings that are no longer required parents should release these to create availability for other families. Reps will help communicate this to parents

- Parents requested a waiting list facility for ad hoc bookings. The school will discuss this possibility with CBS.
- Parents expressed concerns about communication and response times from CBS. The school office will meet with CBS to discuss customer service and communication arrangements.
- Concerns were also raised regarding refunds and bookings not releasing places correctly.
- Caroline Carter will continue to review data and feedback. Breakfast Club capacity has just been increased.

Homework

- Sarah Pearson explained that the school's recent website migration had caused some temporary issues, including delays in updating content and access difficulties for staff. These issues have now largely been resolved.
- Parents were reminded that the website contains a dedicated homework page with guidance on accessing and using homework platforms.
- Individual class pages also contain home learning information.
- Parents would still like the option to download paper copies of homework available alongside online resources. Sarah has fed this back to teachers. Some of this was due to difficulties staff had in logging into the school website. Paper copies will be uploaded to class pages moving forwards.
- Some parents feel there is limited feedback on completed homework.
- Parents please contact teachers if resources appear to be missing from the website so that any omissions can be quickly corrected.
- Requests were made for spelling worksheets and resources to continue being sent home in hard copy where possible.
- Sarah Pearson confirmed that homework completion is monitored and recognised through certificates and house points.

Reception

- Positive feedback was shared regarding the Reception team.
- Children may wear PE kit on Forest School days.
- Reception staff regularly remind children to put belongings away, but as children are still developing independence, items can sometimes be misplaced. Parents are asked to ensure all clothing is clearly named. Sarah has put a whole school reminder in the parent newsletter.

Year 1

Morning Drop-Off

- Concerns were raised regarding the organisation of the morning drop-off routine. The school advised that the KS1 bell has been reinstated following repair of the KS2 bell which should help.
- Staff are reviewing procedures to further streamline the start of the school day and ensure consistency for all families.

Jellies Booking System

Discussed

Homework and Class Pages

Discussed

Year 3 (3AH)

The team were pleased to receive positive feedback regarding transition arrangements and support for friendships during the start of the academic year.

Homework:

- Discussed.
- Maths homework is intended to reinforce and consolidate learning completed in class.

Pen colours:

- Colour coding supports editing, self-assessment, teacher feedback and presentation consistency across the school.
- Since September children have been writing in pencil as we have introduced a new handwriting scheme across the school. This focuses on developing correct posture, pencil grip, and letter formation.
- The purple pen is used as an editing and self-assessment tool. Pupils use this to reflect on and improve their work independently. Previously, pupils used both green and red pens for different purposes, but this was found to be complicated, so children now just need a purple pen.

Spelling:

- Although spellings can sometimes seem quite random the weekly spellings focus on spelling patterns and are supported through phonics teaching. Teachers continue to tailor provision to meet individual needs whilst following National Curriculum requirements.

Year 2

Clubs

Parents felt the teacher-led club offer was limited this term. The school will explore broadening the range of clubs available during the Spring Term.

Homework and Reading

Concerns included reading books not being changed regularly and homework inconsistencies.

- A plan has been agreed with Mr Milner to improve reading group organisation and book changing arrangements.
- Spelling books are sent home weekly and spelling lists will also be added to the class page.
- The school's homework policy has recently been reshared with staff to promote consistency.

Jellies: Discussed

Positive feedback was also received regarding the supportive welcome given to new families and children's positive experiences in class.

Year 3 (3VW)

Homework Diaries and Reading Records

The school confirmed:

- Reading records may be completed by either parents or children, or a combination of both.
- During the first half term, staff prioritised settling children into routines. Moving forward, additional opportunities will be provided for children to record homework and projects in reading records.
- Children are encouraged to change reading books whenever they finish them, provided their books are in school.
- Concerns about damaged books were acknowledged and families were reminded of the importance of looking after school resources.

Homework Club

The suggestion of an after-school homework club will be considered when planning the Spring Term club programme.

Jellies

Discussed.

Year 5

Start of Day Support

Parents asked about support for children experiencing anxiety. The school confirmed that teachers and members of the Senior Leadership Team are present at the start of each day. Learning Support Assistants do not begin work until 9.00am.

Maths Sets

The school confirmed that Year 5 pupils will not be placed into maths sets. It was explained that early lessons often focus on recap and consolidation before introducing new concepts.

Lunches

Feedback included:

Portion sizes/Availability of salad options/Food temperature/Queue lengths

The school advised that:

- Portion sizes must comply with School Food Standards for example we have to legally comply with weight of sausage! Staff reassured that the portion size does appear to be adequate and would see if photos could be taken.
- All pupils purchasing a school meal have access to the salad bar.
- Food quality and temperature concerns should be reported at the time so they can be addressed immediately.
- Catering feedback is regularly shared with Caterlink, and positive feedback has recently been received about the new menu and themed lunch days.

Year 5F

Reading

Parents were encouraged to contact class teachers if they have concerns regarding reading opportunities. The school is continuing to develop its library systems and plans to allow pupils to borrow books more easily.

Library Access

Children currently access the library on a two-week rota. A new digital system is being introduced to improve book tracking and borrowing.

MUGA

The school explained that a rota system is in place to ensure fair access, including designated girls' sessions following feedback about access during mixed sessions.

Homework discussed.

Year 6

Toilet Facilities

Concerns were raised about the condition of the toilets.

The school explained that:

- Cleanliness concerns are addressed by the site team as soon as they are reported.
- Children are regularly reminded about keeping facilities clean.
- Pupils should report issues immediately so that staff can respond promptly.
- Sanitary bins are within disabled toilets

Communication

Parents expressed concerns about responses to Year 6 emails.

The school reminded families that:

- Emails should be used for general enquiries.
- Urgent matters should be raised directly with staff or members of the Senior Leadership Team.
- Parents are encouraged to follow up if they have not received a response.
- Staff aim to respond within five working days and apologised for occasions when this has not happened.

Year 6H

Positive feedback was received regarding Miss Wong.

Concerns about yoghurt pots being returned home in lunchboxes were discussed and catering staff will continue to encourage children to dispose of these appropriately. Parents were also asked to remind children about this at home.