



## Halsford Park Primary School

Manor Road, East Grinstead,

West Sussex, RH19 1LR

Tel: 01342 324643

Mrs Claire Spencer – Headteacher

officehp@partnersinlearning.co.uk  
www.halsfordparkprimaryschool.co.uk

## Family Forum Minutes – Halsford Park School

Tuesday 23<sup>rd</sup> June 2026

<b>Attending Staff</b>	Claire Spencer	Headteacher
	Rosie Loftus	Deputy Headteacher
	Amanda Metters	Admin Assistant
<b>Parents/Carers</b>	Rebecca Scott	EY
	Michelle Lyon	Yr2/5
	Rachel Bennett	Yr3
	Emma Pickering	Yr4
<b>Apologies</b>	Alex Dewdney-Bell	

### How we will be:

Non-specific (not about individual children/adults).  
Respecting others' opinions.  
Keep it kind.  
Solution focus.  
Non-Repetitive

### Meeting Started: 09.05am

#### 1. Review how we will be, terms of reference & last meetings actions

Mrs Spencer welcomed everybody to the meeting and the action points from the last meeting were reviewed:

1. Update wording on School gateway to add donation options for a meal, uniform, or trip with specified amounts. **Actioned.**
2. Questions asked during parent/carer meetings to be added to presentation notes sent. **Have passed on to staff and will do as and when.**
3. Parent/carer meetings not to be held midweek where possible. **Will be arranged from September - all bar 'Welcome to the Year Group' due to staffing and after-school clubs**
4. Stickers for sports day. **We have decided to do an overall sticker for the order of the teams so all of Water team for example this year would have got a first sticker. It will also mean everyone gets one sticker and no one gets none. It would not be manageable to do a sticker for every 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> for every event.**
5. Decision around purchasing basketball equipment. **PE Champion will possibly put the fundraising money towards 2x netball posts and 2x basketball posts.**
6. Look into purple PE T-shirts – shades of purple, where to purchase etc. **Details will be communicated in next newsletter and updated on our website. It will still be ok to wear logoed white T-shirts if still have them and so that will be a natural phase out. Plain purple or logo purple T-shirts can be purchased and will be expected to be worn at sports events if a top not already provided by school. \*link to buy off Amazon (school will get a small profit)**  
<https://amzlink.to/az0ojQNcfhYF>

## 2. Transition

It was explained that several people have said to a rep they don't understand the term "Transition." It was agreed to change the name to "Moving on, moving up."

Miss Loftus showed a PowerPoint presentation detailing the stages of the moving on, moving up process. (Please see attached) Key events are as follows:

- Friday 26<sup>th</sup> June – Children advised of their new teacher and a letter sent to parents/carers to advise of new teachers and classroom location.
- Monday 29<sup>th</sup> June – Assembly focussing on things that will change and things that will stay the same.
- Tuesday 30<sup>th</sup> June – Meet the teacher sheet sent home. Rachel Bennett asked if TA's and other year group teachers could be included on this in the future.
- Wednesday 1<sup>st</sup> July – Moving up afternoon. Children spend time in their new class with their new teacher, who will dismiss them at the end of the day.

A letter from all year group staff, including TA's will be sent to children instead of postcards. This will include a small activity for children to do if they wish. As this is a change to the previous postcards, any feedback will be welcome.

A child focussed month by month timeline will also be sent out.

Rebecca Scott asked if parents/carers get to meet the new teacher. The children will be dismissed by their new teacher on Wednesday 1<sup>st</sup> July. There will also be a Welcome to Year Group meeting for years 1-6 in September.

## 3. Successes of the Term

### Early Years:

- Enjoyed the summer fair.
- Enjoyed sports day, but some confusion over where to go after drop off and whether to bring chairs or not. [Clearer instructions will be provided in the future.](#)

### Year 2:

#### Brighton Trip

- I don't really know anything about what they did (!) except my child had a great day! I think the school did well to switch staff around when one of the teachers was off, so it didn't impact the day.
- My child loved it, he said it was the best school trip yet. He mentioned the names of the outdoor learning teachers they met there? And said they were really nice. Rock pooling seemed like the highlight!
- My child mentioned Anemones, crabs and sea snails (so she enjoyed the rock pooling). Also the big cover that kept them dry.
- My child had a great day despite the weather, however she said she was starving as they had lunch later than at school!
- They had a great day despite the bad weather and loved the parachute shelter from the rain and rock pooling. The wrong sized coach was sent, but quickly sorted! The two women running it were really good, especially with SEN children.

### Great Athlete Visit

- My child said they he loved listening to Michael Jackson whilst they did the circuit and he had a great time!
- My child said she loved it when he did a handstand and after they all did some exercises and participated.

### Year 3:

- Loved the Great Athlete visit.
- Sports day went well.
- Rounders is popular in PE.

### Year 4:

- Summer fair was well organised. The young lad running the football/ coconut shy was great!

### Year 5:

#### Great Athlete Visit

- When asked they said they didn't have loads to do today...just go to 4 stations and do star jumps and other things for a few minutes. They were more excited by the bottle toss he did.
- Fundraising - great amount raised by the athletes visit but a shame that the school only gets 60%.
- Kids were really excited about being sponsored to do something - maybe an idea to do this in house next time and take the majority of the income!  
They could do something similar but didn't have to involve an athlete!

#### Sports Day

- Sports day - good to have the Imberhorne students involved this year.
- Was really good to have it in May rather than the last term in Summer. Kids aren't as tired/exhausted and the day isn't as hot (even though we lucked out on a warmer day for May!) Also June/July is such a busy month for everyone winding down.

## 4. AOB

### Year 1:

- **Summer Fair:** PTA asked for feedback on the summer fair. Suggested the bar could be moved further back onto the field to provide more space for people to relax and enjoy. The cake stall could also be moved to this area. Mr Stepney's book stall was very popular and had some great books. Would it be possible to create a running total for the raffle?

### Year 2:

- **Communication re Brighton Trip reminder:** It would have been appreciated for a reminder comms to be sent out on the Friday rather than relying on our parent rep to remind everyone on our WhatsApp group as not everyone is on that group chat or on FB. Apologies, have passed to the Office. One of the roles of the Parent Rep is to do reminders though as some families have stated that lots of emails can be overwhelming.

- **Parents' Forum name:** Would it be possible to change the name to make it more obvious that anyone can attend? **Yes, this is a good idea. We will change the name to Family Forum.**
- **Athlete Sponsorship:** I'd like to understand the schools rationale in engaging with the recent sponsorship model for an athlete to visit the school. Appreciate that great for kids to have role models to come to school and that school needs to find new ways to raise funds. However from a commercial perspective the association charged per child and then took 40% of all sponsorship with a penalty if not sufficient raised. This seems quite hefty. Additionally, from the children's perspective they were not asked to do anything in order to be sponsored. And the awards approach, in our opinion was divisive, placing unnecessary pressure on families to give money. **Thank you for your feedback – this is a different approach and one we thought would be a fun way to promote fitness, diversity and raise money for the school (we have not done this for at least 9 years). We do not do this annually and based on the positive response from our Gladiator visit, and requests for athletes to come in, we thought we would do it.**  
Mrs Spencer advised the meeting that Sports Premium funding (which covers costs such as coach Dave, sports festivals, equipment and training for staff etc.) is being stopped by the Government at the end of this year - December 2026. It is not known what alternative funding will be provided as yet. Emma Pickering suggested approaching East Grinstead Hockey Club for further fundraising events as they have several British players.

### **Year 3:**

- **Book Fair refunds from Scholastic:** Please email Mr Stepney via the office.

Mrs Spencer ended the meeting by thanking all the reps for their time over the year. Everyone agreed they would continue in their roles for the next year.

### **Actions**

1. Sports Day: Clearer instructions for parents/carers on what to do after drop off – PE CHAMPION
2. Reminders to be sent the day before a school trip – OFFICE
3. Change name from Parents' Forum to Family Forum – OFFICE

**Date of Next Meeting:** Tuesday 29<sup>th</sup> September at 9.05am in the Meeting room

### **Upcoming Focus:**

- School Improvement Plan