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 29th September 2026

Attending Staff	Claire Spencer	Headteacher
	Amanda Metters	Admin Assistant
Parents/Carers	Rebecca Scott	Yr1
	Alex Dewdney-Bell	Yr2
	Michelle Lyon	Yr3/6
Apologies	Rachel Bennett, Emma Pickering	

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 terms of reference were agreed.
Emma Pickering has stepped down as a Rep due to work commitments. There are therefore vacancies for Reps in Early Years and Year 5.

2. **Successes of the Term**

Year 1:
- Combined homework book and reading diary.
- Secret mission to go into year 1 helped with a smooth transition.

Year 2:
- **Purple books:** Couple of parents calling out that they like the new homework method - much prefer printed home to using google classroom.
- **Food app:** People loving easy new food app and the choices available - though many kids complaining they don't like the puddings (I know this is out of your control!)

Year 3:
- **Purple T Shirts for PE**: These look really smart - good choice to change them! They're also easier to keep clean/wash!

Year 4:
- Start to year 4 has generally gone well.
- The decision to combine reading records and homework book has been really well received - thank you.
- Tag rugby session was enjoyed by those who attended.

Everychild Partnership Trust is an exempt charity and a company limited by guarantee,
registered in England with Company Number 10034289
Registered office: Hatchlands Primary School, Hatchlands Road, Redhill, RH1 6AT

Year 6:

- **Learning through Questions:** Seems easy to use so far. (This is a homework app funded by the PTA.)

3. **School Development Plan**

Mrs Spencer talked through the School Development Plan. This was previously called the School Improvement Plan, but was changed to reflect the continual developing and embedding of key focus areas such as Phonics teaching and assessment using Read Right Inc. The areas are matched with Ofsted. Each area has a senior leader and link governor assigned to it. The areas are:

- **Achievement – Miss Loftus (Link).** Early Years had fantastic progress with RWI last year. Coaching is provided as part of the package. We will continue to build on right groups, right books. MTC – multiplication check in year 4. National average score is 21/25. 75% of students got over 20 last year, with 35% getting 25/25. Lots got 24/25 which we would like to improve going forward.
- **Inclusion – Ms Davies (Link).** This is shown as a triangle as it includes everything. The ultimate goal is to get it right for all learners. This is regularly reviewed and is an ongoing focus.
- **Curriculum & Teaching – Mrs Goodwin** (Writing Link) **& Mrs Barlow** (Maths Link)**.** Writing is focussed on embedding Growing great writers. Maths is focussed on the Mastery Number programme.
- **Leadership & Governance – Mrs Spencer.** Ensuring the effective implementation of the new Kapow schemes of work for names subjects.

4. **AOB**

Year 1:

- **Bikes and scooters on path.** Parent reps to send a reminder to parents/carers that bikes and scooters should not be ridden down the driveway.

- **Purple Mash/keeping children away from screens.** Please discuss any specific concerns with the class teacher.

- **Staff Absences.** Parents/carers will be informed of prolonged staff absences and given details when it is appropriate to do so.

- **More play in year 1.** The curriculum for year 1 was explained in the Welcome to year group meeting. Please see the website for details here.

Year 2:

- **Water bottles**: many parents saying their children are coming back with full water bottles saying they've not had time to get a drink during classes and are only drinking a cup of water at lunch time. A request to see if kids can be encouraged to drink more water during the day/be given time to do so. Many children saying they're not allowed water bottles on tables/carpet areas. We have allocated sink areas where water bottles are kept and children can drink. They also have access to drinks at lunch and break times. They are encouraged to drink regularly!

- **Lunch queues:** last year they had some back to front days for queuing for lunch, this isn't happening this year and so kids at the back of the queue aren't getting long to eat and sometimes what they've ordered has run out. A request to bring back some back to front queuing days. **Lunch:** A few comments about children not getting what they ordered. And there being no bread left for Yr2s. We are asked for children to be in alphabetical order to support the ISS staff to serve the children as quickly as possible as their system does not enable staff to flick back and forth easily. Any concerns regarding the children's food/systems etc should be made to ISS directly. Parents/carers should log complaints and refund requests to feed@uk.issworld.com and/or call 01243 306314.

- **Plastic wallets:** Last year we had plastic wallets for the RWI books - are these being distributed again this year to keep the books in good condition? Yes, they have all been given a plastic wallet or a slippery fish. We respectively ask that children return these with the books when loaned out. Unfortunately, this has not always been the case.

- **Screen time:** A question about how much screen time do children get at school - especially during wet play and home time - question raised in context of recent screen time guidance from DFE. This guidance is aimed at nurseries, childminders, pre-school settings and providers of wraparound care for children aged 0-5. It may also be useful for Early years however the screen is used in most lessons and assemblies for lesson sequences/visuals/models of writing. Video clips can be used regularly to teach/model something/for news round/clips for assemblies/PSHE/ PE/RE videos/ models e.g. dance from a programme we use or clip of children attending a mosque. Also, may watch a Numberblocks etc during snack time or at end of the day. May be used in nurture/wet play – e.g. Bluey, something educational horrible histories from CBeebies. If you have any specific questions around amount of screen time, please do talk to your class teacher.

- **Children struggling to go into school in AM:** 3-4 concerns raised that there are a lot of kids struggling to go into school in the mornings. How is this being addressed? We have many strategies that we use and discuss with individual families – see also the section on Emotion Based School avoidance in our behaviour for learning policy. If any families are concerned or wanting support and have not already, please speak to their class teacher who will be more than willing to support and work with families.

Year 3:

- Some children are struggling with the transition from KS1 to KS2, for future years, is it possible for more "practice / awareness" of this change. Also, not every day a TA is there to greet them or one that is known to them, it's probably being addressed but to smooth the drop off it would be helpful for the children to recognise the TA. When this was raised a couple of weeks ago we were quick to assign an additional adult to the playground which will usually be Miss Borrow or Miss Reeves. This will depend on if we have staff absence to cover.

Year 4:

- A few parents have found the recommended purple PE t-shirts to be poor quality, with holes appearing after just a few wears - some have been ok so may be a batch problem but one to keep an eye on. Sorry to hear – does anyone have any recommendation of other places to source?

- A few parents have said their children have volunteered for a few of the sports tasters now but not been picked by the random system while others have gone twice - is it possible to have a waiting list for those who didn't get picked and they then get first refusal for the next event, with remaining spaces filled by names out of a hat? We do have a tracker but, in some cases, we have people who say they can come and then can't at the last minute. In these instances we have asked people who

volunteered who we know can make it – we are trying to ensure as wide a set of children can attend as possible. If you have concerns that your child has not been selected, and has shown an interest in attending sports event, do please talk to their class teacher.

- A few children found the water safety video at the end of last term quite upsetting and thought they were seeing real people who had drowned - totally appreciate it's a life-saving issue but maybe just let the children know it's actors. Thank you, we are sorry to hear this. We have noted that for next time.

- A few parents would like to know asap about the expected cost for Hindleap Warren please so they can start paying in instalments. See letter sent out on Monday.

Year 6:

- **Outdoor Learning:** If Mrs Lochwood isn't going to be available will they still get to cook the doughnuts as she's not been there the whole time so far (not sure about today!) Apologies, Mrs Lochwood was unwell. She is back and all children will undertake the doughnut activity before the end of term.

Actions

1. Ask about Early Years Rep at Welcome to Early Years Meeting - CS
2. Feed App not showing Inset days – OFFICE
3. Reminder that bikes and scooters should not be ridden down the driveway - REPS

Date of Next Meeting: Tuesday 24th November at 9.05am in the Meeting room

Upcoming Focus:

- TBC