



## **Parents' Forum Minutes – Halsford Park School**

**Tuesday 17<sup>th</sup> June 2025**

<b>Attending Staff</b>	Claire Spencer Amanda Metters	Headteacher Admin Assistant
<b>Parents/Carers</b>	Alex Dewdney-Bell Michelle Lyon Rachel Bennett Emma Pickering Lou Roach Lucy Hall Daisy McCallum	EY Yr1/4 Yr2 Yr3/1 Yr5 Yr6 Parent Governor

### **How we will be:**

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

**Apologies** Lucy Carey

**Meeting Started: 09.05am**

### **1. How we will be, terms of reference & last minutes actions**

Mrs Spencer welcomed everyone to the meeting and introductions were made to Rachel. She explained "How we will be" and the purpose of Parents' Forum. The actions from last time were reviewed:

1. Ongoing School and Family Agreement Stakeholder consultation. ACTIONED (update further on)
2. Permission for details to be shared with other parents/carers option added to consent forms. ACTIONED.

### **2. Successes of the Term**

#### **Early Years:**

- Loved the wildlife Fabulous Finish and the dark room with bats. It was really interactive.
- Children are really engaged with the Naughty Bus.

#### **Year 2:**

- Cricket and PE in general.
- Christian and Jewish holy books focus in RE.
- Times tables.
- Outdoor learning.
- Circus. Thank you to the PTA.
- Paper printouts for homework appreciated.
- Jellyfish club
- Looking forward to school trip.
- Design your own character in English.

- Learning about sun safety.
- Making a giant face out of PE equipment.

### **Year 3:**

- Swimming. The children are enjoying it and it is well organised.
- 3WR having a consistent teacher this year.
- Ashdown Forest trip was well run and the kids loved it.

### **Year 5:**

- Bikeability Level one theory – children loved it.

### **Year 6:**

- SATS went well. The children were incredible and having breakfast provided helped. My son had a broken arm and so was provided with a scribe. Thank you for all the support and reasonable adjustments made by the whole school.
- Rehearsals for Beauty and The Beast.
- 6CB class assembly.

### **3. Transition Information**

Mrs Spencer explained the Transition process for children moving to the next year group and went through the timeline. Please speak to the current class teacher if your child if you wish to discuss anything to further support your child's transition.

A summary of the timeline is as follows:

- Friday 27<sup>th</sup> June – letter sent to parents/carers about new class teachers. Children told in class.
- Monday 30<sup>th</sup> June – Transition assembly – explaining what will be different and what will be the same.
- Wednesday 2<sup>nd</sup> July – children will move up to their new classrooms and meet their new teacher(s) in the afternoon.
- Postcards will be sent home at the end of term. We suggest giving these to your children in the week beginning 18<sup>th</sup> August.
- Meet the new teacher for parents/carers will be in September.

**\*Presentation was sent to all parents 24/06/25**

<https://halsfordparkprimaryschool.co.uk/wp-content/uploads/2025/06/Parent-Forum-Transition-information-for-families.pdf>

Year 6 will have a Leavers assembly outside on the last day of term (Tuesday 22<sup>nd</sup> July). They will also be presented with a Leavers book and a gift from the PTA.

### **4. School and Family Agreement Update**

Mrs Spencer showed the group an in-progress example of the School and Family Agreement. She explained there would be separate agreements for parents/carers and children with the Agreement leaflet. Widgets (small images) will be used for Early Years. KS1 will be similar to Early Years but with more examples. Mrs Spencer will be asking Year 6 to help with appropriate wording for the KS2 version.

As suggest by Parent Forum, the agreement will be set out in relation to the core values of Compassion, Courage, Respect, and Responsibility. It will be used alongside the existing Parents Code of Conduct and it will be signed every year.

The Reps were happy with the name School and Family Agreement (instead of Home School Agreement) and agreed it is not confusing with home-schooling. They gave feedback that the document should be simplified; and condensed where possible.

#### 5. AOB

- EY: Circus didn't feel inclusive as not everyone could afford to go. The PTA tried something different this year as they are a small group and struggle to find enough volunteers. We currently cannot run a Fair without enough volunteers. Feedback will be passed to the PTA.
- Year 2: Paper print outs for homework are appreciated. We would prefer not to print more than necessary, but if you would like a paper print out, please speak to the class teacher.
- Communication about reading bands and statutory test results (e.g. Phonics test). Information about the reading can be found on the website [here](#). It is written in the reading diary when a child moves up a book band. We will also add an action to look into providing stickers when a child moves up. Statutory test results are included in children's school reports. We will add an action about how to communicate when Parents received Phonics re-take test results in year 2 (you will receive them in your child's report
- Parking. The school are asking parents/carers what we can do to improve car parking around school. Reps to ask year groups for ideas to bring to the next meeting.

#### Actions

1. Speak to Year 2 team about communicating when Phonics test results come out CS
2. Ask Reading Champion about stickers for moving up book bands. CS
3. Ask parents/carers for ideas for how to improve parking around school. Reps

The meeting concluded with a big thank you to Lou Roach and Lucy Hall on their last meeting, for all their contributions to both Parents' Forum and the PTA.

**Date of Next Meeting:** Tuesday 30<sup>th</sup> September at 9.05am in the Learning Labyrinth

**Upcoming Focus:** Parking outside school

**Dates for Next Academic Year:**

Term	Halsford Park
Autumn 1	30.09.25
Autumn 2	25.11.25
Spring 1	27.01.26
Spring 2	17.03.26
Summer 1	05.05.26
Summer 2	23.06.26