

Stanford Infant School

Minutes of Class Representatives Virtual Meeting 15th October 2020 @ 9:30am

Attendees:

Madeleine Denyer (MD), Liz Turner, Esther Shepherd (Alex Class); Stephanie Downes, Suzi Butler (Palace Class); Emma Mowatt, Georgina Marsh (Pier Class); Natasha Robinson (Dolphin Class); Kirsty Hewitt (Lagoon Class); Gemma Cocker (Marina Class); June Marsh (Pavilion Class); Hannah Emmanuel (Ocean Class); Geraldine Marsh, Claire Foster (Regent Class).

Role of the Class Rep:

The 'Terms of Reference' had been previously circulated. The Class Representatives were welcomed to their first meeting of this academic year and they introduced themselves. The role of the Class Reps was then discussed. Class Reps play an invaluable role in encouraging parents/carers to make a positive contribution to life at the school and help to ensure the current needs of the children and their families are met. They are important links for information, as well as contact points for parents/carers. Their roles may include the following:

- Raise questions, ideas, celebrations and general problems directly with the school;
- Promote partnership between home and school;
- Organise activities relating to their class;
- Provide a valuable link between the PTFA and classes.

Class Representative Meetings are not the correct forum for raising individual matters.

Items relating to specific children, specific parents/carers, or individual school staff should be discussed one-to-one with the relevant Teacher, Deputy Head Teacher or the Head Teacher.

A **FAQ Document** is available on the School's Website, which answers the most common queries raised in Class Rep Meetings (head lice, school meals, changing home reading books, etc.); therefore, these items will not be discussed at meetings, as the answers are covered in the document and therefore reps will direct parents/carers to it. This has been updated for 20-21, so a copy is circulated with these minutes.

Communications Code of Conduct / Class Contact

The Class Reps were given a copy of the 'School Communications Code of Conduct'. We all have a responsibility to promote the school and wider community respectfully and to resolve any issues in an appropriate manner. Class Reps should use this platform for their communication with their respective classes.

A polite but important reminder to all families about the appropriate use of Email or Social Networking Sites when communicating with parents/carers in the School – any derogatory messages regarding members of staff, parents/carers, or children are totally unacceptable. The 'Code of Conduct' is circulated with these minutes.

Parent/Carer Questionnaire Feedback

MD shared a brief summary of the analysis from 20/21 Questionnaire returns. The feedback identified the ways forward that linked to the School Development and Improvement Plan for 2020-2021. The majority of feedback was associated with lockdown.

School Development & Improvement Plan (SDIP)

MD then discussed this year's School's Development and Improvement Plan, our working document that sets out the school's aspirations for the year ahead. Although we are a successful school, we are never complacent and are always looking for ways to improve children's learning experiences. This year's SDIP particularly addresses the specific challenges and whole school priorities that will be faced as a result of Covid-19.

The family friendly version of the SDIP has already been circulated home and a copy posted on our website. MD went through the aspects highlighted in green, where families are encouraged to get involved, and feedback will be welcomed.

Classlist & PTFA:

Classlist enables our families to communicate easily with each other. Classlist's system offers high levels of security and privacy and is designed to comply fully with the new data protection regulations. More information is available at www.classlist.com, including the Privacy Notice, which explains how personal information is managed and protected.

Classlist allows classes to communicate effectively and respectfully with each other and is used to promote PTFA events. Please do not hesitate to contact the School Office should you have any problems with any form of school information.

A reminder that Classlist is the PTFA communication platform. School Business items are sent through SchoolPing!

General Feedback:

After School Clubs

Comment: *are the after-school clubs (at the school) resuming and when?*

Response: unfortunately, due to the measures we have in place to avoid mixing our bubbles in school, we are unable to reinstate any After School Activity Clubs at the current time. We have been strongly advised against having any visitors to the school, and this includes after school club providers. As per the whole school letter that was circulated on 7th October, we would also encourage families to minimise the number of contacts your child has outside of school as much as possible.

Covid Cases

Comment: *What would happen if there was a Covid scare or positive test at school... would it be the class bubble sent home and for how long or the whole year bubble and for how long?*

Response:

Covid symptoms – if the child/staff member is in school and displays symptoms, a member of staff contacts Miss Denyer or Miss Remnant via Walkie Talkie. He/she will be collected from their classroom and brought to the Medical Room next to Miss Denyer's Office. School Office will contact parent/carers immediately to collect the child and they will be asked to book a test for the child.

Confirmed case - if we had a confirmed case of Covid-19 in school, we would contact our local Health Protection Team (HPT). The HPT would run through a detailed risk assessment with the school and help us to identify the contacts of the positive case in our setting during their infectious period (2 days before they were unwell to 10 days after). We would clean and disinfect rooms/areas the suspected case was using – following [COVID-19: cleaning of non-healthcare settings outside the home](#).

Depending on the measures we have in place to minimise mixing, individual contacts who have had significant contact with the case might be identified, or we might be asked to send home a 'bubble', that could be Class or Year Group. All identified contacts in the setting, in addition to the case's own household contacts, will be advised to self-isolate for 14 days. Detailed stay at home guidance for [household](#) and [non-household](#) contacts is available. Any contacts that the case had outside of the educational setting will be identified and contacted by the NHS test and trace programme. We will be provided with detailed information on actions we need to take. We will also be provided with template letters for identified contacts, and a general advice letter for the wider setting. We would also inform our local authority educational team about the positive case at the school.

A discussion followed regarding remote learning and whether it would be provided for children who are isolating themselves or due to other family members having to isolate. MD explained that the contingency plan is in place so that we are ready to offer immediate home learning to:

- Individuals or groups of children who need to self-isolate, but the rest of the school is still open; or
- There are local or national restrictions that mean most children need to stay at home.

P.T.O

Christmas Performances

Comment: *any Christmas Show plans. Will they be virtual?*

Response: we are currently discussing how we can celebrate Christmas in a safe and happy way. Unfortunately, we will be unable to have our usual 'shows', even virtually, as the children are in class bubbles and therefore it would not be possible to have a Year Group show. We will endeavour to do something special for the children and will confirm what that looks like nearer the time.

Dolphin Class Drop Off/Collection

Comment: *due to being in the corner by the steps, this can be a bit challenging and families are not sure where to wait. They also cross with Reception families coming down the steps.*

Response: fully appreciate that is not ideal and will review. In the meantime, there will be signage to show families where to wait. It was there originally but will ensure it is clear.

Forest Schools

Comment: *appreciate that this was delayed due to Covid; what are the plans moving forward?*

Response: MD had tried to move this on during lockdown but didn't get very far! It is definitely something the school wants to develop this academic year and more information will follow soon.

Learning

Comment: *it would be great if teachers could provide an overview of the week's learning, for parents/carers to refer to.*

Response: an overview of each half-term is circulated to all families, which details each area of learning, and what the children will be learning about. Our curriculum is very creative and responsive, changing daily depending on the needs of the class. We will consider how we can provide a little more detail to facilitate discussions at home. However, if you use the overview, this should provide you with a good starting point, and enable you to get a flavour of the current Learning Journey.

Home Learning – Year 2 Specific

Comment: *when will the Home Learning books for Year 2 come home?*

Response: unfortunately, the books have only just arrived in school due to issues with the delivery – we have had difficulties with deliveries due to the current situation, even though they were ordered well in advance! Therefore, they will come home after half-term ready for the Autumn 2 Learning Journey, 'Fire, Fire'.

Hot Meals

Comment: *when will hot, cooked school lunches resume, what are our plans?*

Response: given the rising infection rates in the City, our control measures remain in place for the foreseeable future; therefore, the menu continues to be a packed lunch option. However, it is worth noting that some of the options are hot, cooked meals, for example, pizza, burger, etc. The lunches are still cooked freshly on-site every day. The menu for after half-term will be circulated with the Newsletter this week. Each Year Group has a sitting in the Hall, with each class physically distanced by 2 metres, and they have 30 minutes to eat their lunch before needing to leave the Hall before the next Year Group arrives. We have systems in place to ensure the Year Group bubbles do not cross and need to factor in cleaning of tables/chairs in-between each sitting. The current system has been working well and we have ensured our lunchtime does not impact on any learning time; however, it is a military operation! As with everything else, we will continue to review the situation and our Risk Assessment, based on the advice we receive from Public Health. It was noted that some schools had/were reinstating hot meals. Unfortunately, all school layouts are different, and some have a much larger service area than ours. Our service area is too small to accommodate all 90 children safely in a Year Group – we could be having lunch all day! ☺

Let's Dance – Year 2 Specific

Comment: *are we doing Let's Dance this year?*

Response: the organisers of Let's Dance have had to re-evaluate the feasibility of putting on an event of this scale in the current Covid-19 crisis. They have made the hard decision to cancel the event in 2021 for a number of reasons. They want to put the safety and well-being of all children and staff before anything else, and the backstage layouts would make it impossible to manage physical distancing to the levels required. They are also unsure of the government's future guidelines regarding audience and performer numbers as this is changing regularly and would make it near impossible to plan the event on the scale we are used to. There would also be the ongoing risk of cancellation based on the government's ever changing advice and they would not want groups to put in months of hard work to have it cancelled last minute. They appreciate the time and effort that goes into creating the routines/costumes/admin, etc. They hope that everyone can appreciate that this has been a hard decision but they feel, the right decision, for 2021. Again, we will consider how we can adapt to this situation.

Musical Instruments – Year 2 Specific

Comment: *any chance to select and learn musical instruments?*

Response: unfortunately, we just do not have the appropriate space to provide instrument lessons delivered by the Music Service in school at the current time. This will be reviewed according to the advice received from Public Health.

Reception

Comment: *some parents/carers have been anxious about their child starting school and would have found a brief catch-up helpful in the first couple of weeks to see how their child has settled.*

Response: if teacher(s) had concerns about a child, their parent/carer would have been informed. The Reception children have settled well into their new routines and teachers will be talking about how each child has settled into school at the Parents' Consultations next week. You will also receive your child's electronic learning journal. If parents/carers have any concerns, please do contact the School Office via email or phone, and they will arrange for the appropriate member of staff to contact you.

Reception Toileting

Comment: *many Reception children are coming out of school at the end of the day desperate for the toilet. Please could teachers remind them to go to the toilet before they go home?*

Response: children are encouraged to go to the toilet and the Reception toilets are in their area. MD had been in Reception yesterday afternoon and noticed how many of them are going to the toilet.

Religious Education – Year 1 Specific

Comment: *some children are coming home talking about the Creation and how God created the world. They do not appear to recognise other religious views.*

Response: the children are learning stories from the old testament, including the creation story. As always, this has been introduced as what some people believe and they have been challenged to consider their own beliefs and those of their families. In school, we pride ourselves in fostering an inclusive environment where diversity is celebrated. The children are introduced to religious equity and this is explored by discussing a wide-range of beliefs and religious heritage.

School Trips and Visits

Comment: *will school trips and visits go ahead?*

Response: again, we are unable to undertake any trips and visits at the current time. However, being ever optimistic, Year Groups are provisionally booking trips and visits for the Spring/Summer Term. These will be under constant review.

P.T.O

MD thanked the reps for their first meeting. The Meeting ended at 10:15am.
Date of Next Meeting: **Thursday 3rd December @ 9:30am**