

Parent Partnership Meeting 20th January 2016

1) Welcome and Introductions from:

Scott Fewster, Executive Head Teacher (SF)

Tim Jewitt, Head of School (TJ)

Adele Hickling, Academic Physical Education and Healthy Living Leader (AH). Adele will also be leading on wellbeing and attendance across both Riverside and Highcliffe Primary Schools.

2) Site Security and safeguarding – concerns, questions, actions:

- Thank you for attending – we value this meeting, which has been requested by a group of parents

Q – How did the child get out of school? How did he get into Reception area?

A – He was already on that side of school

Q – There are 2 main gates onto the main road. Could we have an electric main gate and fob access on reception?

A – The first gate (nearest the car park) should be locked and TJ/SF will follow-up and check to ensure that this is happening. Ideas around what to do with the second gate have already been discussed with Hugh Howe and Scott Fewster and we are currently looking into a number of possibilities, one of which being an electronic/intercom system on that gate. SF will be going on a safeguarding learning walk of the school next week.

Action Point: SF to have a thorough safeguarding walk of the school site and produce a report/plan of action; securing the two front gates to be a key issue to resolve

Q – Could the office be manned later in the day? May need to contact school re: after school activity and also issues with gaining access to school after 3:30pm

A – A fair point and this will be considered within school staffing structure. We will also be looking into improving our telephone communication systems.

Action Point: Look into possibilities regarding telephone communication systems/manned office hours in order to make contact with the school easier after 3.30

Q – Is the Foundation Stage door alarmed?

A – TJ has spoken to Mr Allcoat and this is a priority.

Action Point: TJ to check if this has been completed or in the pipeline. NB: On checking, this door was alarmed during the Christmas holidays.

Q – Issue with alarm going off while parents waiting to set up Christmas production and school staff not checking; also unmanned doors at drop-off in the morning (Year 3 / Year 5/6)

A – SF to check as part of his site walk. TJ explained the positions of all the staff on the Yr 1 & 2 corridor doors. Parents have been told that there is no-one on the Yr 5 & 6 door but this would be changed.

Action Point: TJ/SF to ensure that all open doors are manned at the beginning of the day.

Q - Issue with child exiting through an unmanned door instead of going into Homework club and Yr 6 being too physical as they came out of the doors

A – TJ explained the entrance and exit doors for all year groups

Action Point: TJ/SF to consider manning Year 5/6 doors at the end of the day

Q – It seems that at Yr 4 and above, children can go home with whomever they like

A – TJ explained the rationale behind releasing children and that there should be an adult on most doors at the end of the day. From Year 4 upwards, children are old enough and responsible enough to be released from class and find their own parent

Action Point: TJ/SF to consider manning Year 4/5/6 doors at the end of the day to monitor this situation

Q – Could all teachers be on the doors at the beginning/ end of the day for immediate contact/ communication?

A – To be considered within school staffing structure

Q – Staff need to be aware of whom the children are leaving school with. There have been instances when staff have not known this. Could there be a password to allow messages to be passed on for a change in collecting adult if this adult is not on the collection list? Need a transparent system for this

A – We have a signed letter to say who can collect a child. Foundation Stage will only let children leave with a designated adult. If teacher is not in class, Nursery Nurse should be there. Year 3 and above should be able to take a little more responsibility for themselves at the end of the day.

Action Point: TJ/SF to liaise with class teachers to ensure that they are fully aware of systems regarding collecting children

Parents felt that if there are a number of different staff/ supply cover in a class, this does not always work. It was also felt that Yr 3 was too young to allow children to leave the school building by themselves and instances of Foundation Stage children going home with adults not on their contact list.

Action Point: TJ/SF to speak to Foundation Stage staff about these instances and ensure that they are clear about systems in place; TJ/SF to ensure that when there is a supply in FS/1/2, another adult who knows the children and parents is at the door at the end of the day.

It was also stated by the parents that a strong message needed to come out from school to say that parents **must** inform the school office of any collection changes

Action Point: TJ to inform parents via letter

Q – Because parents cannot come into school, they do not know who is in the classroom. How do the staff know who parents are? Could a Parentmail or class Dojo be used to keep parents informed?

A – We need to utilise Parentmail more. DOJO is working well in AG's class, but this is not currently an expectation or used across school

Q – There was also an incident with a children coming out of the school disco

A – This was totally unrelated to the incident before Christmas and was a PTA event. Procedures for PTA events have been revised and tightened up

Q – Could children come in from the playground? Is it worth staff going to see this in practice?

A – This would be ideal, but also comes with difficulty of accessing the playground

Action Point: SF explained that he would shortly be conducting a site/ premises review with the Estates Manager of Lionheart Academies Trust. How children come into school at the beginning of the day is one thing that will be looked at seriously.

Q – Are there basic Risk Assessments in place?

A – Yes there are but these (and certain procedures) need revising, which will be part of the part of SF's premises review. We are looking at the possibility of an internal phone system to ease communication. Governors also conduct a regular Health and Safety walk

Q – Are Governors trained to do this?

A – Yes. Governors must have attended the Governor Training course and Chris Swan (Chair of the LAT Governors) was also in attendance

Q - Could there be a mobile phone for after school clubs? It is difficult to contact club leaders in emergencies

A – This should be considered as part of SF's review

It was stated that SF needs to show that changes are happening, as this was not always the case under previous leadership. SF stated that he had implemented stringent security and procedures at his previous school.

Q – Will the minutes of this meeting be published?

A – Yes, a resumé will be put on the website and shared with staff and Governors

Action Point: Publish minutes in parents' section on the website

SF stated that the feedback from this meeting will be the first item on the next agenda.

Q - Is there a clear procedure/ policy to be followed if a child is able to get out of school again?

A - There is a procedure, but this will be revised if necessary as part of SF's site review.

TJ stated that a lot has happened already and some new procedures have already been put in place.

Q – Is there CCTV on the main gate?

A – Yes. This is how the timeline for the incident before Christmas was tracked.

Q – Could a camera be installed on the front gate with a visual screen placed in the main office? Seeing someone is safer than just listening to them?

A – This will be considered as part of SF's review

Q – Could the children have fluorescent jackets similar to those recently given to children at Highcliffe? There could be a set also used for off-site trips

A – This will be considered as part of SF's review

Action Point: TJ/SF to liaise with Highcliffe regarding the merits of this initiative

Q – Could there be an intercom system as there is at Highcliffe? As an Academy, money can be spent as school sees fit

A – Highcliffe does not have an intercom system. We can choose our own spending, but we must prioritise as money is finite. Safeguarding is a top priority. SF will raise this at the Governor's meeting on Monday

Q – Could there be a supervised area for children at the next meeting to enable more parents to attend?

A – This will be considered if staffing is available

The key points of this meeting will be sent out to parents and posted on the school website.