

Parent Partnership Meeting

3rd March 2016

1) Welcome and Introductions from:

Scott Fewster, Executive Head Teacher (SF)

Tim Jewitt, Head of School (TJ)

Adele Hickling, Healthy Living and Well-Being Leader (AH).

Adele will be leading on wellbeing and attendance across both Riverside and Highcliffe Primary Schools.

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

- SF undertook a site security learning walk with Riverside's Premises team plus Roger Taylor, Executive Estates Manager for the LAT (Lionheart Academies Trust) immediately after the last Parent Partnership Meeting. The following up-grades to site security:
 1. Fobs have been placed on the internal doors
 2. Internal switches and alarms have been installed
 3. The field is now completely fenced off
 4. No lunch deliveries are permitted during lunchtimes
 5. There is a gate on order for the main entrance, which will be on a latch
 6. There have been changes to the external doors along Lawn corridor – 2 have been taken out and replaced with windows/panels and 2 are staying as fire doors, which release only when alarm is activated

Q – How can the latch be deemed appropriate? The year 2/4 entrance is chaotic in the morning

A – We need to look at the morning routine – it may be changed so that all children enter school from the playground. We are looking at the logistics surrounding this change.

Q – Is there a plan for the front gate, as a latch does not seem appropriate? How high is the latch – can people reach over it?

A – 2 office desks directly overlook the main gate and entrance. The latch will be at the top of the gate. Yes, you can reach over the gate.

Q – Is there a plan to have a buzzer on the main gate?

A – No. There is an intercom on the main door/ entrance outside the main office.

Q – School has lots of access points. Is it not better to keep people out of the school completely? There is potential for an explosive situation outside the main entrance.

A – School is becoming as secure as we can make it. All views will be taken back to the Executive Estates Manager at the LAT.

Q – Is Parentmail being used as much as it could be (ie for payments or replies to letters)? It has an incoming option.

A – We need to investigate it further, but we are starting to use Parentmail to distribute school letters and not just for reminders.

Q – We would like to know who is working with the children in specific year groups. If you do not drop your child off at school, you often do not know much about the staffing in their area.

A – We are considering incorporating staffing items into the Riverside Review, which is distributed weekly. Staffing refers to all staff, not just the teachers.

3) Attendance

- Adele Hickling is overhauling the Attendance procedures in school and across the Primary Schools in the LAT. We desperately need to improve the levels of attendance at Riverside
 - 1) Whole school letters have been distributed recently to ensure all parents are aware of the changes in school and also of those made by the DfE (Department for Education)
 - 2) Attendance is being thoroughly tracked and phone calls will now be made to families whose children are not accounted for at morning registration
 - 3) Letters to individual families have been sent out to families whose children have high levels of absence (less than 90% attendance) and lateness causing absence
 - 4) Adele Hickling is working closely with the Leicestershire Attendance Service where appropriate to support families but also chase low level attendance
 - 5) There is a new Attendance Policy which is now active across Riverside, Highcliffe and The Cedars Academy
 - 6) Riverside has introduced a new system for rewarding good attendance. There are now attendance rewards for weekly, termly and whole year attendance levels. There will be a treat for the class with the highest % of attendance at the end of the year

Behaviour – this item agenda was put back until the next meeting. We are revising the school's Behaviour Policy, introducing a 'token' system for house points and the reviewing the use of behaviour ladders.

The key points of this meeting will be posted on the school website.