

**Hayes Primary School Parent Council
Notes of meeting held on Monday 22nd October 2005
at 2pm at Hayes Primary School**

Present:

Sam Howell (Chair) (SH)
Eleanor Leedham-Isted (yr 2)
(ELI)
Binda Patel (yr 3) (BP)
Nivedita Kamath (yr 5) (NK)

Apologies:

Laura Edwards (yr1) (LE)
John Toomey (yr 4) (JT)
James Grey (yr 6) (JG)

Also present:

Lucy Bodycombe, Clerk (LB)

1. Welcome, Apologies, introductions and minutes of the previous meeting

- The Chair opened the meeting by welcoming all attendees
- Apologies were received from LE, JG. Due to technical difficulties JG was unable to join the meeting remotely.
- The minutes of the previous meeting on 22nd September 2025 were agreed.

2. Open discussion: Parent Survey Report

Communication

- Positive outcomes since meeting in May 2025:
 - Uniform table in the Friday bulletins
 - Instagram account
 - The PC whatsapp groups have been informative
 - Improvement in communication
- The survey identified the following:
 - Too many emails being sent from the school office
 - Dates frequently incorrect in bulletins and subsequent emails sent to correct this
 - Communications sent too late
 - Flyers included in emails which made the communications 'chaotic'
 - No direct way to contact teachers, meaning communication was too late
 - Unclear how to communicate absence.

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- Resolutions
 - Flyers - include links in the body of the bulletin or on Instagram.
 - Have important communications twice per week.
 - Add absence reporting process in every weekly bulletin
 - Digital handbook - this would be available to all new parents, it would include:
 - Different ways of engagement
 - information about breakfast /after school club and activities and how to book/reserve spaces
 - Information about school lunches and menu examples
 - How to use ParentPay Arbor and Dojo
 - How to report absence
 - How to communicate with teachers
 - Include the handbook on the website
 - Hayes Secondary School's digital handbook will be used as an example.
 - Guidance for new families.

Other survey comments and suggestions

- Dismissal:
 - Parents stand in a small area for the collection of year 3 and 4 children.
 - Suggestion: dismissing children from a line in the school playground or outside classroom door.
- Breakfast & after school club availability:
 - Suggestion: inform parents via email that this is being reviewed.
- After school clubs:
 - Parents do not know how to find the timetable for after school clubs.
 - Suggestion: signpost parents to where it is on the website.
 - Can there be more after school clubs? Eg Little kickers? Munchkin sports?
- Communication with teaching staff
 - Parents find this difficult. Is there a way of messaging the teachers direct?
 - Suggestion: communicate that the school has an open door policy.
- School lunches:
 - The school lunch menu is not child friendly. Can another catering company be considered? ELI contacted Nourish who are willing to be competitive. Children are moving away from school dinners.

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- Development of a house system
 - If there will be a more competitive sports day, is there a way to have a celebration of 'houses'? Houses will bring different age groups together.
 - Consider removing coloured t-shirts as part of the school uniform.
- School trips:
 - There have been complaints about the coach provider for late pick ups.
- Hardship fund:
 - a school trip was potentially cancelled due to lack of funds. To help resolve this issue and other challenges across the school/year groups, can the hardship fund be linked to individual year groups?
 - Parents would be more willing to contribute to the hardship fund if they knew it was more specific and advantageous for their child/year group.
 - How the hardship fund is used is not promoted.
- High achievers
 - Communicate to parents how their child is being stretched academically.
 - consider differentiated homework challenges.
 - Parents are unaware of the curriculum policy which could help stretch their children at home.
- Learning:
 - Ensure all parents are aware of what is occurring in the classroom.
 - Signpost parents to websites/information so they can support their child at home.
- Behaviour:
 - Behaviour in the classroom is disrupting learning.
 - Well behaved children are being overlooked.
- Playground pals and prefects:
 - These positions are given to children for an entire year.
 - Suggestion: Change half termly so recognising responsibility in more than 1 child.

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- Website & Class Dojo:
 - The website is too complicated to use and navigate.
 - Parents are finding it difficult to use the Class dojo app. Clarify the purpose of Class Dojo and how parents should be using it. How does the school want parents to use it? Also, the app asks to be upgraded when logging in, this needs to be removed.
- Year group mixing (for years 2 and 4)
 - Support is needed for families of children who will be mixing classes. There is no mechanism in place for parents to meet other families or integrate.
 - Suggestion: year group picnic.
 - Receive feedback from parents so any suggestions are embedded before next year.
 - What has it done for the school and children?
- Meeting ended: 3.05
- Date of next meeting: Monday 12th January 2026