

St Luke's Science & Sports College
Parent Council Meeting

Date: 2nd March 2010

Present: L Jewell; C. Hepworth Wain; M. Ebbatson; S. Fitzgerald; D. Willingham; N Jeffery; M. Waite

Apologies: C. Stopforth-Knowles; E Mourant; V.Sawyer; H. Gardener;

Minutes from last meeting

The minutes from the last meeting were looked at and agreed. Parents who attended the Meet the Principal evening found it exciting and interesting.

Running an event

Parents like the idea of a 'Back to School' evening where parents would follow a timetable taking part in lessons taught by children.

Action: CHW to speak to students to see how many would be interested in taking part in the event. Once we have found out this information we can set a date and start organising/publicising the event.

AGM

The AGM was brought up but because both treasurers were not at the meeting we were unable to discuss finances. We need to get the annual returns sent back to the charity commission. This brought up the question of advantages and disadvantages of staying as a charity status.

Action: LJ/CHW to discuss with JP and Anne Ridgeley.

TMG

Martyn Esau has apologised that the Termly Monitoring Grades have not yet been sent to parents. He assures us that they will be sent home by Easter.

Are receipts given out in the canteen?

Receipts will be given out if the student requests one. One parent asked for a breakdown of what her child is buying in the canteen. Any parent is welcome to ask for this information.

Car Park Safety

This issue was raised by a number of parents who are concerned that the car park is being used to pick up and drop off students, many of whom are entering the building through Visitors reception instead of over the bridge. Parents are double parking, taking up disabled spaces and obstructing the zebra crossing.

Action: LJ/CHW to raise this with SLT. Can we have staff on duty at the gate to stop parents entering the car park?

Outcome: SLT will consider this concern and get back to us

Summer Uniform

Parents asked if the uniform would be relaxed for summer this year. CHW explained that nothing has been confirmed as yet.

Action: Point to be raised with SLT. Can we get a decision to let parents know?

Clarification was given on jumpers/cardigans/blazers. Jumpers should not be worn as a replacement for blazers. Cardigans are not allowed to be worn at all.

Outcome: Mr Pinchin replied:

Thank you very much for your support with uniform this year. May I please emphasise that cardigans are not part of our uniform. A plain black V-necked jumper is required if worn – and shirts should be capable of being tucked in.

After the Easter break we will monitor the weather and when we decide that temperatures have risen to appropriate levels we will contact you by letter and through our Website that Summer Uniform may then at that point be worn.

The Summer Uniform will be as follows:

- **Ties to be worn although of course we relax the top button in hot weather.**
- **White shirts which must be tucked in but may be short sleeved.**
- **Blazer is not compulsory but may be worn. If not worn no casual jacket or V-necked jumper may be worn. It will be shirt and tie. If an outer layer is worn it must be our blazer.**
- **Three-quarter length tailored black trousers or knee length shorts may be worn. Not casual style.**
- **Shoes must be black and full toed for health and safety.**

Thank you very much for your support for Summer Uniform which upholds our high standards with concern for the welfare of our students in hot weather.

Contacting teachers

One parent asked the best way to contact teachers. LJ explained that some teachers are happy to be contacted directly and others prefer to go through her as the Parent Liaison Officer. The benefits of using the P.L.O means she can talk to teachers and if necessary 'chase them up' on the parents behalf. If you are ever in doubt about which member of staff to speak to, you can email Laura Jewell on parentliaison@st-lukes.devon.sch.uk or phone the school office on 01392 204600 leaving your name and number so Laura can get back to you.

Clarification needed on sickness/return to school policy

How long should parents keep their children off school after a sickness related bug? How long should parents keep their children off if their child was sick as a one off?

Action: CHW/LJ to clarify what the school policy is

Outcome: Mrs Phelan replied:

This policy is written in accordance with guidance from the Devon Health Protection Unit and the Health Protection Agency guidance on Infection Control in Schools and other child care settings.

Parents and carers are asked to ensure that the college has an up-to-date contact number where they can be contacted in emergencies. It is essential for Health & Safety reasons that parents and carers notify the college immediately of any changes in contact details.

The college does not have any facilities to look after students who are ill. Consequently, in the event that a young person becomes ill and is too sick to remain on site or is an infection risk to other people in college, parents and carers will be contacted so that arrangements can be made for the students to be collected and/or sent home.

Reasons students will be asked to be collected from college because of illness:

- If a student has a temperature that has not responded to Paracetamol. Paracetamol can only be given if the college has written permission from the parents/carers.
- Students who have colds which are obviously “streaming” and they look unwell and are unable to participate in the lessons.
- Students who have diarrhoea and vomiting. Parents are asked to keep their child home until 48 hours after the last episode of vomiting or diarrhoea.
- During the first 48 hours of antibiotic treatment. A form will be sent home for parents to sign before antibiotics can be given in college.
- If a student has an infection that can spread easily – ie. Impetigo.
- Following a hospital admission for surgery or illness. Please check with the school nurse for advice, as some operations will need longer recovery periods than others.

Medicines that parents request to be given in college, must be prescribed by a Doctor and arrive in the original packet/bottle.

The following must be clearly visible:

- The child's name.
- The dose to be given.
- Expiry of dispensed date.

A form will be sent home to the parents/carers to sign, giving their permission for the medicine to be given in college.

Toilets

Several parents told us how their children were put off going to the toilet as they strongly smelt of smoke. CHW explained that the toilets were locked during lesson time so the only chance students got to smoke was break and lunchtimes. There are members of staff on duty at these times that do regularly check the toilets but must respect the students privacy and the sensitivity of the area

Action: CHW/LJ to discuss strategies with SLT to combat the problem. Ideas put forward were: * To incorporate the dangers of smoking into more lessons e.g science
* Get PCSOs/Council representatives to come into school to give talks to explain students are breaking the law by smoking and on premises where smoking is prohibited *Get staff on duty to monitor who enters the toilets. A one in one out system maybe?

Outcome: SLT will consider this concern and get back to us

E contact

Some parents had signed up online to ‘e-contact’ but hadn’t received any e-mails recently. Are we still using this as a way to communicate with parents?

Action: Laura to speak to Emma Fry (ICT systems manager) to find out.

Emma assures me she is still using the e-contact although she tries to only send letters to whole year groups. This ensures parents are not bombarded

with emails with information that isn't specific to their child's year. If you haven't received anything lately, don't worry!

Attendance at Parent Group meetings

The numbers of parents attending the meetings was brought up. How can it be raised? Suggestions were:

- Book the date of the next meeting at the time of present meeting so parents can book it in their diary.
- Get a board set up for parents evening etc to advertise the date & agenda of next meeting
- Advertise meeting in newsletter/on website/flyers/screens in reception/students planners
- Let parents decide the agenda
- Invite departments to the meeting. Although keep the same format of starting in the library then progress to a department to keep the 'friendly feel' of the meetings.

Action: CHW to speak to the science department to invite them to the next meeting. LJ to design a board for parents evening and get a notice put on screens in reception advertising next meeting.

Parents agreed:

Next meeting (Date TBC)

Meet the Science Department

Back to school event

Following meeting

Homework – *How much should my child be getting? How much help can I give? What if my child doesn't understand it?* (Dave Holt?)

Summer Uniform

Presentation from Mike Waller. How to access VLE/e-contact/use of internet etc