

**Parent Group Minutes**  
**Tuesday 10<sup>th</sup> June 2014. 6-8pm**

**Present:** Dan Hamer; Clare Hepworth Wain; Laura Pattison; Angela Vinelott; Vicki Maddren; Daniela Lloyd; Julia Edwards; Debbie Jones; Tracy Jackman; Jo Stoneman; Amy Hooper; Cheryl Bailey; Nikki Dawson; Emma Roddick; Rhona Howell

**Apologies:** Bronia Burland; Amelia Coughlan

1. Bronia Burland was called away at the last minute but will attend a meeting in the next academic year to discuss communication and reporting cycles.
2. Minutes were reviewed from the last meeting.
3. Parents were thanked for generating some excellent points which we have been able to act upon.

Dan Hamer attended the meeting to discuss pastoral systems and transition:  
He explained the process of allocating school places:

- September each year: St Luke's Open Day.  
Devon County Council advisors can speak to parents about school applications during this event.
- March time:  
Parents are notified of allocated places.  
The priority of allocation is:
  1. Children In Care
  2. Children who have a Statement of Need
  3. Schools who control their own admissions (i.e. St Peters)
  4. The rest: Sibling already at the school, parents who work as staff, location/catchment and feeder schools are all looked at.
  5. This year St Luke's took students from 30 feeder schools.
- March – June: Those feeder schools give students a form (some schools allow them home to help parents fill in) so children can provide data and information to St Luke's
- March – June: Mr Hamer, Ms Balue & Mrs Sercombe will visit the feeder schools (where possible!) to speak to staff and also to speak to children. This works as an opportunity to identify any fragile or vulnerable students and also starts the process of getting students familiar with faces of St Luke's staff.

- July: Sampling Evening (for parents) precedes Sampling Day for ALL Year 6 students who will be starting in year 7 at St Luke's. In addition, this year we are holding an *additional* intake day for students who need extra transition work or who are coming from a small feeder school without many peers.
- September: There is a staggered start so Year 7 students are able to enter the school alone and sit with their Tutor in their Tutor base before being joined gradually by older members of the Tutor Group.
- October: Settling In Evening for Parents to hear how their children have settled at St Luke's during the first month  
**Actions:**  
 ½ hour of appointments before and after the Settling In assembly, to allow parents some 1:1 time to speak to Tutors in private.  
 Who is who Postcards to be designed to hand to parents with essential contact details on.  
 Parent Representatives to mingle and have a desk to answer any questions (see below)

### **Parent Helpers**

A new role of 'Parent Representative' has been created by the Parents Group. 'PRs' could be available at a Parent Point Desk during parents' evenings etc. to answer questions and offer support to other parents/carers. They could also sell/swap 2<sup>nd</sup> hand clothes at these events. If we have enough 'PRs' we could have some parents 'mingling' in the atrium - wearing badges or t shirts to identify who they are and ready to answer questions.

### **Uniform**

Letters are issued to new students outlining the uniform policy. It is also in the school prospectus.

The question was raised 'Why are Year 11s allowed out of uniform?'

It is a privilege for working well and prepares Year 11 students to make the transition to college and the world of work.

Students are still expected to arrive at college in clothes that are suitable for their learning and do not infringe on health and safety in subjects such as Design & technology.

### **Sports Day**

15<sup>th</sup> July. Parents welcome to attend and watch their children although they must sign in and display a visitors badge at all times.

### **September**

Mr Dave Holt will be acting Head for a year from September. Parents would like a 'Meet the Head' evening early next term to get to know a little more about him.