

Family Forum – Meeting Notes

3 March 2026

Present:

- **Jacqui Palmer – Headteacher**
- **Olivia Elcombe – School Administrator**
- **Five parents, including representatives from Reception, Year 1/2, Year 3/4**

1. Updates on Actions From Previous Meeting

- **Development Fund:** Now set up, following suggestions to create additional income streams similar to Ripon Grammar School.
 - **Communication Schedule:**
 - Information to be sent on Wednesdays.
 - All other general information is sent on Fridays.
 - **Event Timings:**
 - Performance/service times are being monitored to avoid unnecessary waiting for families.
 - End-of-term Ready Steady Concert moved earlier to support parents' schedules (thanks to Y5/6 for using the library to enable setup).
 - **Website Access:** The previous issues with mobile access have been resolved.
 - **Newsletter Diary Dates:** Child involvement is now clearly identified.
 - **Meal Prices:** School remains in discussion with County Caterers regarding cost reductions. Ongoing work, complicated by the Academy transition period.
 - **Maths Scheme:** Further information was shared with parents following the last meeting, explaining the rationale for the change.
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2. Parent Feedback & Discussion

A. Communication About Events

Parents appreciate the improvements but requested:

- **More consistent email formatting**, particularly for event-specific information.
- Clear, bulleted information at the top of emails, such as:

- What children need to wear
- Whether a packed lunch/order is required
- Any cost implications
- Any special items or kit
- School agreed to explore a consistent template for event emails. A small parent group is happy to review the draft before rollout.

B. Notice Periods

- Some parents felt that although notice is often good, information could be instantly recognisable, especially for busy families.
- Reception and Y1/2 parents shared that children sometimes give incorrect or incomplete information, causing confusion—clear school messaging helps prevent this.

C. World Book Day

- Parents very positive about the **wish list** idea.
- Desire to **explore non-Amazon alternatives** next year, such as Ripon Bookshop or Scholastic (which also offers school contributions).
- Noted that children may still feel pressure around costumes—parents appreciated that school is allowing flexibility (costume or PJs).

D. After-School Club Communication

- Some children were upset after hearing about themed after-school club activities they were not attending.
- Suggestion: avoid promoting that day's activity in-class once the Arbor booking deadline has passed.
- Parents expressed strong appreciation for the themed sessions and for the work of Miss Woot and Miss Walker.

E. Newsletter Table

- Very positive feedback on the year-group column in the weekly newsletter—parents find it extremely helpful.

3. Site & Safety Concerns

- **Dog Fouling:** Parents appreciated the new signage; it has improved the situation.
- **Parking Concerns:**
 - Ongoing issues with cars parking along the pavement near the church and opposite the school.
 - Difficult for children to pass safely; risk of wing mirrors at head height.

- Request for a reminder to parents about safe parking.
 - School will also notify the local police team, who are happy to carry out friendly walk-bys.
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4. Additional Communication Suggestions

- Continue ensuring year groups are clearly stated in subject lines for all targeted emails.
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5. Closing

Jacqui thanked parents for attending and for their ongoing support. She reiterated that families do not need to wait for a forum to raise questions or suggestions—the school team are always happy to help.