



Stamford Green Primary School



Notes from the Parents' Forum Meeting

Monday 26 March 2018

In attendance: One parent and Mrs Druce

Attendance

Mrs Druce gave a summary of attendance and details regarding the closing of registers if children are late. She highlighted the following details in the A to Z of school life:

Attendance

Any absence which we are not told about has to be recorded as unauthorised on the school's records and on your child's annual school report. We would urge parents to avoid taking their children out of school for holidays. This is very detrimental to their education and can be unsettling socially. In common with other Epsom and Ewell schools, absence during term time will only be granted on compassionate grounds and will need approval by the Headteacher.

Please inform us of medical appointments as children may not leave the school premises unless we have received a written request or they have been collected by you. Please be aware that medical appointments within the school day are counted as an absence.

Lateness

We ask that all parents/carers are on time at the end of the school day to collect children. Please phone to let us know if you have been unavoidably delayed, so that we can reassure your child.

In order to ensure the safety of our pupils, any children who are not collected on time from the gate will wait in Mrs Druce, Miss Swann and Mrs Dray's office to be collected. Parents / carers will need to come to the school office to collect their children. This will allow us to ensure that all children are collected safely and to keep the office waiting area clear for visitors at this busy time in the school day. Any children not collected by 3.25pm will be taken to Sunset and a charge for an ad-hoc session will be made.

There was further discussion surrounding the use of attendance codes when on school trips as there are lots of codes which can be used. Mrs Druce will go back to staff and clarify that Mrs Boulton will complete attendance codes for trips to ensure consistency.

Parking

A discussion was had surrounding parking and the continuing difficulties. Mrs Druce showed a photo of a local elderly couple who have to walk in the road due to parked cars on the pavement. Mrs Druce shared her plans for an assembly with the children, after Easter, on parking in a community spirited way.



School Dinners

Mrs Druce shared the new lunch menu to be provided after Easter by Aspens.