

Record of Meeting – Parent Voice 20.03.23

Present – K. Saffer (DHT), Eithne (Fox), Rachel (Cygnet), Sally (Gosling), Catherine (Squirrel), Frida (Tiger), Natasha (Lion), Leah (Lion), Jacqui (Leopard), Janine (Duckling)

Apologies – Anna (Hedgehog), Georgina (Cygnet)

Focus of the meeting – Transition arrangements

Overview of transition arrangements was shared with class reps, and discussed. Class reps asked questions as attached.

Current arrangements for Transition July 2023

New Reception intake	Rec – Year 1	Year 1 – Year 2	Year 2 – Year 3
<ul style="list-style-type: none">• New parent talks• Stay and play sessions• Teddy Bear’s picnic for parent and child?• Home visits• Nursery visits – very important• Planning for children with additional needs• Half day sessions leading to full days and full time• FOML - The A – Z of Manby• FOML - New parent/carers evening social event	<ul style="list-style-type: none">• Moving up day (28th June) to spend morning in new class with new adults• New teacher to read story to new class• Observation time and getting to know you – new teacher to spend time with children in current class• Two sessions for handover between current and new teachers• W/B 17th July, teachers available to meet children and parents - introductions	<ul style="list-style-type: none">• Moving up day (28th June) to spend morning in new class with new adults• New teacher to read story to class• Observation time and getting to know you – new teacher to spend time with children in current class• Two sessions for handover between current and new teachers• W/B 17th July, teachers available to meet children and parents - introductions	<ul style="list-style-type: none">• Y2 parent meetings at Cleves• Cleves sports challenge• Class lists shared with Cleves• Transition activities at Manby with Cleves staff and Year 3 children• Handover of information Senco to Senco and teacher to teacher• SEN visits as necessary• Year 3 teachers visit Manby• Moving up day (28th June)• Year 2 singing event with Oatlands and Cleves• Year 2 coffee afternoon at Cleves (parents)• Year 2 Cleves visit to watch Y6 performance

All children including new to Reception, receive a personal passport with key information and photos of the class and key adults that will be supporting them.

Children with EHCPs receive a video of key information

SEND plans written at the end of Summer by current teacher, so targets and provision are clear as soon as child starts in new year group

We are considering mixing classes in both Reception and Year 1. We can balance children's needs more evenly across the classes, including SEN, friendship groups and behaviour.

At the start of the new year, we hold 'meet the teacher' sessions, where expectations are shared along with more information specific to the year group.

Questions asked this year

1. Would it be possible to let the parents know if the children are getting a packed lunch instead (e.g. the recent Y1 Great Fire of London Workshop means all children got a packed lunch), so they could make alternative arrangements if their children really dislike sandwiches please? *Children can change from school dinners to packed lunch (and vice versa) following a two week notice period. We do not want children changing between the two on a day-by-day basis. Where individual children have a need, we are usually aware of this and have adjustments in place already.*
2. Will the current Reception year group be mixed up going into Y1? *Pros and cons discussed. Parents asked that notice is given as soon as possible, explaining the rationale and measures that would be taken when deciding the new class make-up. This was sent out as part of the Headteacher's Newsletter 24.3.23.*

Suggestions following the parent voice meeting

1. *Could we use older children to buddy up as a mentor for the new Reception children, particularly at lunchtime?*
2. *It was discussed that an additional check in with parents would be helpful in the autumn term particularly in Year 1. This could either be staff sending out a reminder of our open-door policy and to get in touch if needed, or class reps sending out a 'touching base' message to see how everyone has settled into the new year.*
3. *FOML will add a pre-loved uniform flyer to the new to Reception information pack.*
4. *The A – Z of Manby was seen as very helpful information. It was suggested that Top Tips from Cleves would also be useful (for Year 2/3 transition). Mrs Saffer spoke to Cleves about this and they are looking into it, and agreed parents would appreciate it.*
5. *It was suggested that a pre-loved uniform sale for Cleves take place in the Summer term, with reasonable advanced notice. J. Brand offered FOML contact details to be shared.*

Questions asked last year as relevant (answers in blue)

1. When will children in Y1 find out their new class name and teacher. *We are hoping to share this with you mid-June and before the moving up day on the 28th June.*
2. Will there be a chance for parents to meet the new teachers at Manby? *The week beginning 17th July is an opportunity to do this. Teachers will be in the playground at the end of the day, all week, for you to introduce yourselves and your children.*
3. How does the final parent teacher meeting work? *Once annual reports are sent out, parents are offered an additional meeting with class teachers if they would like this. This is more informal and not booked or organised in the same way as the other two parent/teacher consultations. You arrange this meeting directly with your child's teacher or through the school office.*

4. When will the children find out their Y3 teachers? *This information is shared by Cleves. It will be before the moving up day on 28th June. We discussed the way this information is shared. Historically, Cleves send brown envelopes to us with key transition information enclosed, and we have handed these out to children. Parents asked whether there was a more sensitive way to disseminate this information. It was recognised that it is a public way to find out information about new classes and teachers for Year 3. A suggestion was made that Year 2 parents could collect this envelope from the office instead of it going via pupil post. This seems like a sensible solution.*
5. Will the children be picking 3 other children they want to be in class with for Year 3? How does this work? *At the end of Summer term 1, children will be asked to list 3 – 5 friends that they would like to be in the same class with at Cleves. We guarantee that all children will have at least one friend in their class. When we draw up the class lists, we consider the needs of the cohort as well as friendship groups. Parents will be notified the week we do this with the children.*
6. Is there a way of getting the children together in their new class groups (Y3 transition) and letting them meet each other before the moving up day? *Last year, the teachers from Cleves came into school and met their new classes. Most of the children in school do know each other, despite being in different classes.*