

Record of Meeting – Parent Voice 02.05.25

Present – K. Saffer, L. Teixeira– Squirrels, A. Doyle – Hedgehog, R. McIlroy – Lion, S. Morgans – Leopard, C. Cook – Cygnets, J. Stafford – Gosling, P. Patel – Fox, L. Maetzig – Duckling, P. Addepally - Tigers

Apologies –

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 2025

New Reception intake	Rec – Year 1 (classes being mixed)	Year 1 – Year 2 (classes being mixed)	Year 2 – Year 3
• New parent talks • Stay and play sessions • 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 • Whats App groups set up by parents • Opportunities arranged by parents for informal meetings	• Class mixes – trials • Moving up day (1st July) to spend morning in new class with new adults • 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 14th July, teachers available to meet children and parents - introductions	• Moving up day (1st) to spend morning in new class with new adults • 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	• 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 • Year 2 teachers visit Cleves • Moving up day (1st July) • Year 2 singing event with Oatlands and Cleves • Year 2 coffee afternoon at Cleves (parents) • Year 2 Cleves visit to watch Y6 performance • Additional visits for identified children Children given a Year 6 mentor when they start at Cleves. Also opportunities to join holiday clubs over the summer.

All children staying at Manby, including new to Reception, receive a transition 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.

Cleves send out a link to a transition video to all families.

SEND plans written at the end of Summer by current teacher, so targets and provision is clear as soon as child starts in new year group. Suggestions for next steps shared on SEND plans for current Year 2 children.

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 in advance:

From Lion class

- class allocations: how many names will children be asked to write down and how many of those names are guaranteed to be in their new class? (Cleves told me Manby give them names and they just do what they're told, so I'm keen to know how Manby decide on who will be with who etc). [We ask the children for 5 friends and guarantee one of them.](#)
- will SENs kids have their plans sent across? Will there be any special meetings with Cleves for parents of SENs kids ahead of them starting? [All paperwork related to children with SEN gets passed up, including SEN plans. I recommend contacting Cleves to have a meeting with the SEN team there if necessary.](#)
- will SENs kids have a different transition plan or is it the same for all? (Asking as those with autism tend to struggle more with change). [Cleves have recently sent out videos for transition for all children about to join. We also have art sessions and additional visits planned for key children. The SENCo at Cleves will have a handover with KS, and walk the classrooms to meet the children.](#)

From Tiger class

Questions regarding transition to Cleves:

- Would you consider friendships when deciding on new classes for them in Cleves? There will be 6 classes with completely new students, and it's mostly okay and a positive thing, but sometimes it can be nice to have a friendly/familiar face in the class with you, especially when the child is shy and takes time to make friends. [Yes, we always do.](#)
- How many Manby children will there be per class ? [Around 15.](#)
- How are the classes at Cleves determined - eg ability, gender, fit etc? All of the above. [We ensure a balance of children with additional needs, gender, attainment levels, friendships, difficulties etc](#)
- When do we find out which class our child is in? [This is up to Cleves. They usually send letters to us, to give out in June. We will send these out via the school office rather than pupil post.](#)
- Do we (parents) have input on the process - e.g. who should/shouldn't be in the same class as our child, or specific points to consider about our child when they decide? If yes, how should this be communicated to ML and by when? [We know the children well and will try to make the lists work in the benefit of all. This is a very difficult process however, especially when considering friendship groups. Through Dear Parents, we will let you know when we are asking the children to name their friends, and also give you an opportunity to share anything you would like considered – with dates.](#)

Questions regarding transition to Manby (Sept 2025 intake):

- Can you confirm your plans for the phased settlements and how many days/weeks this will be? We will look at planning this and communicating it to parents by the end of next week (Friday 16th May).
- When will your plans for the above be communicated to parents? By the end of next week (Friday 16th May).
- What date is YR expected to be in ML full-time? We plan to communicate this to parents by the end of next week (Friday 16th May).

Context: Last year, a lot of parents were a bit worried about how it would work because they had work and stuff So they also used Koosa during those transition days, so essentially, the child is in the whole day but in class for half a day. This was raised by several parents during the meeting. Parents have asked for notice on start dates for new Reception cohort as soon as possible. Is it possible to arrange childcare using Wraparound provision? They also asked if the settling time could be reduced, so that children are in school asap. It was also acknowledged that children do seem to benefit from the slower start and it gives them an opportunity to start in a smaller group with more adult support.

Following the meeting, Miss Morris, Mrs Saffer and Mrs Plummer discussed this - see below:

We do not have the staff to care for new Reception children on site during the first staggered week of school. It would also contradict the whole 'settling in process'. Starting Year R is very different to being in Nursery. The demands of the school day, as well as being one of a child of 15, and then 30, with only up to two adults supporting, is very different from Nursery. Children are tired by new routines and expectations – socially and with regards to behaviour and learning. We know that some parents really appreciate the settling in period, while it is more difficult to manage for other families. We have tried to reduce the settling in time and have plans to communicate this to parents by the end of next week (16th May).

Other:

For school trips, the packed lunches are often a bit on the small side. Can we supplement our children with nut-free snacks? Or can we opt to send them in with their own packed lunch just for the trip? Yes – You can send your own packed lunch just for the trip. We would need notice of at least a week. The child could bring a small snack, but they will need to carry it along with their water bottle and it will need to be nut free.

From Gosling class

- Transition to year 1 - will parents be able to input on who they would like children to stay with in new classes? Or perhaps suggest children from other classes? If so when and how many children can they suggest? This has already gone out in the HT newsletter dated 21st March. Please let your child's teacher know. We can't promise it but will do our best to consider requests.

- Lunchtimes - is lunchtime supervised in particular checking how much children have eaten? Also what is bubble club - some children seem to go a lot but we don't have any info on. There are adults in the hall who check how much the children have eaten before they are allowed to scrape their plates and leave the hall. Some children take a very long time to eat and are reluctant, others eat everything very quickly. The staff in the dinner hall are usually staff that are with the children in class (TAs who know them well). In Reception, the teachers are also in the hall while they eat.

Bubble club is our indoor lunchtime provision for children who find the big playground overwhelming or prefer indoor play. They can either be directed there by staff, or they can choose to attend if there is space. There is construction, colouring, reading, marble run, train set usually available. We are also trialling using the Year 1 undercover area at lunchtime, offering the children more opportunities for quiet and imaginative play.

Wraparound- any potential to introduce an online booking tool? Used to be able to book night before online so would know if had a place the next day. The email system doesn't permit this as response only during working hours. Yes – there is a plan to make this available through Scopay from September.

Other questions raised

There have been several staff changes in Cygnets. Could this have been communicated to parents more quickly, and sharing more information? This is not always possible. We like to communicate when a solution has been found and when we have all the details eg who will cover a maternity leave, and the date of maternity leave starting. Sometimes we do not have the information to share. When there is absence due to illness, we are not able to disclose this, and do not always know what the longer term picture is going to look like. We try to communicate as soon as possible to alleviate worry.

Parents are concerned the 8 hour sunscreen protection won't offer protection at lunchtime and asked why suncream could not be applied in school. This rule is in place for several reasons. We have a number of children with allergies and suncreams would all need ingredients to be checked. It would take a considerable amount of time - to suncream a class of 30, it would take at least 30 minutes. Which staff members would oversee this? Where would the cream be stored? Who would pay for it? Lunchtime is well within the 8 hour timeframe if suncream was applied before school, and it should work. Children can also bring hats and sunglasses for sun protection and use the shaded areas in the playground.

Parents asked if there was a way to set up a regular direct debit to the school. They thought it would be a good idea to share information about this with new Reception parents, as they would be used to paying Nursery fees, and may be happy to contribute (optional). Linked to this, parents asked if there was a way to overpay for trips, so that they can go ahead and to further subsidise those families who may be struggling to contribute. They also asked if it could be linked to Scopay. This was discussed during the Governing Body Resources meeting yesterday, and there are plans to have a fundraising tab linked to Scopay where regular or one off payments could be made. Helen Plummer is looking into this and will hopefully have it in place for September. At the moment parents could make a payment to FOML, and this has the option for Gift Aid to also be included. School cannot offer Gift Aid unfortunately. See bank details below:

Friends Of Manby Lodge
40-46-22
31421557
HSBC Bank

Is there a possibility to offer a reduced rate at Wraparound Rainbows, if children attend an afterschool club? This has been discussed and is being looked into.

Teams was launched again recently, but class Teams are not being updated very regularly. We will remind the staff to update Teams more regularly.

Parents noted that the crossing at the front of the school is working well and is 'incredible'. This has been a long time in process and parents recognised this.

Parents also commented that the transition arrangements were very thorough, and they were happy with the decision not to ask the children about friends in Rec and Year 1 for class mixing. The consensus was that parents trust the staff and trust they will make a decision for the best interests of the children.

KS also apologised for the short notice for Year 2 parents in relation to the Cleves trip on 6.5.25 and the lack of clarity with communication. It was suggested that in future, the Year 2 transition letter could highlight where we would be needing parent support to get children to and from Cleves. [KS to include this in future.](#)