

**Date:** 20<sup>th</sup> June 2018. 7 – 9pm  
**Venue:** Room 10, CFS, Vinnetrow Road  
**Apologies:** Luke Hanna (Head of Primary), Joe Appleby (Parent Governor), Anne Harris (Parent Governor), Julia McCulloch (Chair of Friends), Beth Meek (Y9), Pat Connors (Y10), John Holcroft (Y7), Libby Kearsley (Y2).

### **PROCEDURES & ARRANGEMENTS FOR NEXT TERM**

Please note that the ongoing construction of the new building at the Convent (there are currently 180 contractors working there) means that the School has had very limited access to the site and this has had an impact on the planning for next term. Although School has planned the theory of how most things will work, they need further access to the site in order to check that what they have planned works in a practical way. For this reason, they are reluctant to confirm details to parents until they are confident that what they say is how it will work. As parents we need to be patient and accept that we may not have all the answers to all the questions that we may have before the end of term.

#### **Clubs**

Secondary clubs email was sent out 22<sup>nd</sup> June as were details of the Primary clubs available. Further details of prices and booking details for Primary are to be sent out week commencing 25/6. ParentPay will be used as the booking method for all Primary clubs (paid & unpaid). Secondary clubs for next term are being co-ordinated by the school office. The deadline to get choices in for Secondary is Mon 2<sup>nd</sup> July.

CFS will assess how the clubs that are planned for the Autumn term work before considering the possibility of offering further clubs (e.g. peripatetic music clubs) from January next year. There was a request for tennis club to be offered next year which has been passed on to school.

All clubs will start week beginning 10/9, although Supervised Study will be available to Seniors on 6<sup>th</sup> & 7<sup>th</sup> September.

#### **Travel Plan**

The bus service & timings that have been published by Stagecoach have not changed and are unlikely to do so. Any parents who think that there is enough demand in their area for Stagecoach to consider adding to or altering the service currently being advertised should contact Stagecoach direct ([Mark.turner@stagecoachbus.com](mailto:Mark.turner@stagecoachbus.com)). The results of the travel survey done in June are now available; please contact Karie in the school office if you would like a copy of them.

The path between the school and the footbridge is currently under construction and there will be lighting up to the bridge. The path is expected to be ready by September but might need the final top layer to be added in the October ½ term if it is not.

There is a quarry next to the Convent that has access across the path from the bridge to the school. CFS is seeking to recruit a 'Lollipop Person' to man this at the start and the end of the school day. The position is voluntary and full training and equipment will be provided by West Sussex County Council, it may be appropriate to have different people covering this on different days. If anybody knows somebody who might be interested in this please contact the school office if before the end of term or if during the summer holidays please email [chair@chichesterfreeschool.org.uk](mailto:chair@chichesterfreeschool.org.uk). It is very important that we find somebody to do this, for the safety of the students, so please do ask around people you know even if they would not be available every day.

There are some concerns about the lack of pathways approaching some areas of the school that neither the ESFA nor WSCC have agreed to provide. Parent support to lobby WSCC to improve any such areas will be welcome and more information will be provided in due course. CFS has signed up to a new initiative to encourage families to walk to school

([https://www.livingstreets.org.uk/wow?gclid=EAIaIQobChMIkO3Y2KXx2wIVSTwbCh3xoQPpEAYASAAEgJpRfD\\_BwE](https://www.livingstreets.org.uk/wow?gclid=EAIaIQobChMIkO3Y2KXx2wIVSTwbCh3xoQPpEAYASAAEgJpRfD_BwE)). More information to follow.

Compulsory car-share times have yet to be confirmed.

### **Start of term September '18 & transition**

School are very aware of the anxiety amongst some parents and pupils about the start of next term. Unfortunately, due to the extremely tight deadline for the contractors to finish, it is not possible to arrange any visits for parents or children to the Convent before the beginning of term. They are, however working on a number of measures that they will start to implement at the end of term in order to help the transition run as smoothly as possible. These will include the design of a 3D Colour-coded map, transition booklets for all Primary pupils and a heavy presence of staff in hi-vis jackets at the beginning of term directing pupils to where they need to go. Sessions will be arranged for primary parents to meet their child's teacher early in the new academic year.

Before the end of term all year groups will be given a list of key dates for the school year, to help them plan ahead. A Parents' Open Day will be held at the Convent on Saturday 8<sup>th</sup> September when parents will be able to book a place to come and have a look round the new site.

As parents it is important that we focus on the positive aspects of the move and talk to our children about these rather than passing on any fears we may have about how it will all come together. If anybody has any specific concerns about their child in this respect they should contact Mr Hanna or Mrs Williams as appropriate.

It will be a steep learning curve for us all to get to grips with the changes and it is really important that we are patient and work together to make sure that any initial teething problems can be dealt with as quickly & easily as possible.

### **Secondary iPads**

CFS is looking to change the model of how students access iPads for school and they are currently looking into outside providers that can help with this particularly for next year's Y10 & Y11 who are now at the end of their schemes; more information will be made available before the end of term. Next term the Parent Forum will work with school to provide further information to the other secondary students that are also signed up to current schemes. Next Year's Y7 iPad programme is likely to start after the first term back.

### **School Office summer contact details**

The School Office will be closed for the duration of the summer holidays. Emails will be monitored sporadically but the whole infrastructure of the school is being dismantled, to be reinstated at the new site so any communications will be minimal and parents should not expect a response before the beginning of term. **The School Office will be open on Staff Training Days 3<sup>rd</sup>, 4<sup>th</sup> & 5<sup>th</sup> Sep but obviously they will be extremely busy so please avoid contacting them unless it is essential.**

Uniform for all years, including the new intake for September, can now be ordered online via School Colours <http://www.chichester-free-school.schoolcoloursdirect.co.uk/SCD-Chichester-Free-School/> WAC can be booked online at:

<https://www.energy-kidz.co.uk/breakfast-and-after-school-clubs/chichester-free-school-chichester/>

GCSE results can be collected from The Annexe at North Mundham Playing Fields on Thurs 23<sup>rd</sup> August, 9.30 - 12pm. For students unable to attend on this day, please contact the Examinations Officer, Mrs Hall, [ahall@chichesterfreeschool.org.uk](mailto:ahall@chichesterfreeschool.org.uk).

### **Vacating Vinnetrow Road and North Bersted sites.**

You may have noticed that staff have already started to pack up items for the move. This will continue immediately after the end of term & both temporary sites need to revert to the condition that they were in when CFS started their tenancy. Obviously there was a great deal of work involved in converting the Vinnetrow Site for appropriate use as a school and there is a great deal of work involved in converting it back. If anybody is available w/c 16<sup>th</sup> July to help with this please email: [chair@chichesterfreeschool.org.uk](mailto:chair@chichesterfreeschool.org.uk). Additionally if anybody has access to a Luton Van with a tailgate that CFS could borrow to transport the old doors back on to site please email me. Any offers of help are very gratefully received but please do not offer if it means that you would have to bring your child/ren with you due to Health & Safety Issues.

### **Litter & wrappers in lunch boxes**

There is a real problem at school with litter & chewing gum, particularly at Vinnetrow Road despite more bins putting out to counter it. Students regularly do litter picking in their form groups but the School would like parents help to combat this issue by trying to avoid using wrappers in packed lunches where possible. Chewing gum is not permitted in school and any students seen dropping litter will be sanctioned. Please remind students to either use the bins provided or to take their rubbish home with them. From September CFS will be tightening up on their healthy eating policy for food coming in to school and ask that chocolate, crisps and fizzy drinks are not included in pack lunches.

### **Seniors' uniform & accessories**

A reminder of the information that was sent out in the newsletter at the end of last month:

*"Can we remind you to check the uniform policy very carefully on the website before you make any purchases especially for shoes, bags and coats this year. We will be enforcing more firmly the uniform policy which has the relevant sections outlined below:*

#### *Uniform Policy*

*Hats, Scarfs, Gloves, Coats, Bags and Jackets: A smart red, navy, black or grey plain coat or jacket may be worn to and from School. Hats and scarfs may also be worn but extreme styles will not be permitted, this includes football motifs. Coats and jackets made of leather or denim are not acceptable. Outdoor clothes are not to be worn during lessons, in the dining hall or at movement times between lessons. Pupils will be expected to bring books, equipment and kit to school in a plain red, navy, black or grey bag. Extreme styles and designs will not be permitted, this includes football motifs.*

*Shoes: Plain black formal leather flat school shoes (no trainers, no boots, no suede shoes and no patent leather shoes). Girls must have shoes which provide protection to the instep of the foot ('ballet- style' shoes or pumps are not acceptable)."*

### **Seniors SMHW App**

SMHW is generally working well, although the timetables bit can be prone to glitches. If you are unable see the timetable section please contact SMHW directly through the support details in the settings area of the App. School do not hold electronic copies of individual timetables so in order to have a backup copy to print out it is recommended that you take a screenshot of each day.

The SLT are confident that it is widely used to set homework by all staff. If any parents feel that particular members of staff are not using it, please report to school as individual cases.

### **The end of the day from Sep '18**

Children will be collected in to groups by staff with older children that are car-sharing with younger pupils going to the youngest child's pick up points. Due to the lack of parking, cars will not be allowed on site until the end of school when they will pull up, pick up and then leave. At the beginning of term staff will be manning key points to help ensure that students and parents travelling on foot leave site and access the bus stops safely.

Any pupils that are signed up for clubs or Supervised Study will be registered in that session and absences will be reported. If not on a register to attend after school activities it will be assumed that the child has gone home at 3.30.

Students that need to leave site during the school day due to illness or for appointments will follow the same procedure as is currently in operation, i.e. parents can park on site & then sign them out at Reception.

### **WAC**

From September Wrap Around Care (WAC) will be provided by an outsourced provider. Sessions can be booked online at <https://www.energy-kidz.co.uk/breakfast-and-after-school-clubs/chichester-free-school-chichester/>. CFS has asked them but Energy-Kidz are unable to offer a split session in the afternoon. WAC will start from 10<sup>th</sup> September, they are currently recruiting and may be able to offer WAC for the first 2 days of term but School recommend that parents make alternative arrangements for these days as this cannot be confirmed.

### **Year 11 End of Year Celebrations**

Unfortunately, Year 11 have not had an official end of year celebration as hoped for this year. Year 11 reps will provide feedback to school about how they think things can be approached differently next year. PF will ask school for update next term.

### **Parent Forum Business**

Following a vote since the last meeting it was agreed that when a new member of the Forum joined, it would be the longest standing rep from that section of the school that would stand down & interim reps would be re-organised to fill any gaps. We currently have 8 vacancies on the Forum, currently filled by interim reps, and we would very much like these to be filled by new people to keep the Parent Forum fresh and relevant. It is likely in September that we will have places available for Years 12, 11, 10, 7, 5, 4, 3, 2 & Reception, so if you are interested in finding out more or joining us please do get in touch. My 2 year tenure on the Forum finishes at the end of December & I will be stepping down from the Forum completely so we will also be looking for a new Chair & Vice Chair. You can find more information about the Forum at: <http://www.chichesterfreeschool.org.uk/information/parent-forum/>.

### **Friends**

CFS Friends' Summer Fair is on Saturday 30<sup>th</sup> June, support is desperately needed from parents, teachers, students and staff in order to make it a fantastic last Summer Fair on our temporary site and to raise money to buy essential equipment for School. Friends are also still looking for help to dismantle the shed & store Friends' items over the summer holidays. If you can help, please email me.

### **Positive Feedback from Parents**

- Year 7 Challenge has been a really positive experience. Having studied the results of this program, School are reviewing the data further to decide whether to continue with it in future.
- Year 4 (Miss Lithgow) Assembly about the Rainforests was brilliant. It was really well put together and the children did an amazing job.
- Year 3 Assemblies have also been really good this year.
- Support for GCSE students very much appreciated.

## Parent Forum Meeting Attendance

Date: 8/05/18

<b>Name</b>	<b>Role/Year</b>	<b>Appointed</b>	<b>Signature/Apologies</b>
Jenny Clough	Interim Principal	N/A	Attended
Kathryn Christopher	Yr.11 & Chair	Jan 17	Attended
Claire Mills (8 & 11)	Yr. 11	Nov 17	Attended
Hannah Peter (10, 6 & 3)	Yr. 10 (I)	Oct 15	Attended
Pat Connors	Yr.10	Jan 17	Apologies
Wendy Pope (11 & 9)	Yr. 9 (I)	Oct 15	Attended
Beth Meek	Yr. 9	Nov 17	Apologies
Susanna Valenzuela (8&5)	Yr. 8	May 18	Attended
Jayne Boyd	Yr. 8	Oct 16	Attended
John Holcroft	Yr.7	Oct 17	Apologies
Jemma Robinson	Yr. 7	Oct 17	Attended
Sam Stowell (4, 6 & 7)	Yr. 6	May 17	Attended
Sarah Boote Cooke (7 &6)	Yr.6 (I)	Oct 14	Attended
Bev Odell	Yr. 5 (I)	Oct 15	Attended
Jo Scott	Yr. 5	Nov 17	Attended
Joanne Johnstone (4 & 9)	Yr4 (I)/Vice Chair	Sep 15	Attended
Aimee Francis	Yr.4	Nov 17	Did not attend
Nicki Hughes (4)	Yr3 (I)	Sep 15	Did not attend
Niki Cath	Yr.3	May 17	Attended
Neil Patel	Yr.2(I)	Oct 15	Attended
Libby Kearsley	Yr. 2	Oct 17	Apologies
Nicole Bridger	Yr.1	Oct 17	Attended
Alyson Livesey (8 & 5)	Yr.1 (I)	Oct 15	Attended
Emma Randall	Yr.R	Oct 17	Apologies
Charli Milne	Yr.R	Oct 17	Did not attend
Rob Mathews	Premises Governor	N/A.	Not invited
Anne Harris	Parent Governor	N/A	Apologies
Joe Appleby	Parent Governor	N/A	Apologies
Julia McCulloch	Chair of Friends	N/A	Apologies
Gay Grimwood	Business Manager	N/A	Attended
Luke Hanna	Head of Primary	N/A	Apologies
Sian Williams	Head of Secondary	N/A	Attended

I = Interim