**MCPA Parent Focus Group**

**Thursday 16th March 2017**

**Attendees:**

Parents: Raghad Safar, Nida Obeidat, Reham Abduljalil, Eman Shusha, Yemi Osundina, Idima Craciuv, Veronica Pirkog, Sumera Akbam.

Staff: Alex Reed

Outstanding actions from previous meeting:

* AR is meeting with an after school club provider next week.
* Reports went out using the format designed in the focus group.

1. Review of website content.

* Is all relevant information on there?

Parents felt that most relevant information was on the website but asked the following things:

* Homework should be dated so that it is clear that it is up to date.
* The website should be updated as regularly as possible.
* Anything which is ‘weekly’ must be updated weekly e.g. tweet of the week.
* Is anything missing?
* The assessment criteria for KS1 and the whole year overview for each phase.
* Parents suggested that the class areas had improved but would like to see more regular engagement with them.
* How can we encourage use?
* More up to date class areas.
* Notifications to parents when new pictures are uploaded of their child.

**Actions:**

AR to review the website updates and ensure that the above points are addressed. Postcards to be used to drive traffic to the website when new images are online, new e-newsletter to be launched at Easter.

2. School meals.

* Free school meals – do parents understand universal meals.
* Parents did understand universal free school meals but did not understand why Nursery did not get a free meal. AR explained this. Parents felt that a letter/leaflet would be useful to help communicate this.
* Payment
* Parents were keen to see parent pay introduced in order to help them pay online.
* Lunchbox policy
* Parents in the group felt strongly that the school should take positive action against unhealthy lunches; many suggested that unhealthy items should be removed from the lunchbox.
* A compromise was reached and parents agreed the following steps:
1. A letter to all parents about lunches, covering the issue of universal FSM and the lunchbox policy, this should also be published online.
2. In the event of an unhealthy lunch, a note/letter will be issued offering guidance on what alternatives could be given.
3. Persistent unhealthy lunches will result in a guidance meeting with the Academy nurse and early help worker to support parents in making healthy choices for their child.

**Actions:**

AR to formulate the lunchbox policy alongside the Academy nurse, Early Help officer, SLT, school council and governors. Once approved, this is to go to parents as a letter and be published online.

3. Making assessment accessible.

* Do you understand how your child is assessed?
* Parents gave positive feedback about the report format this time, they felt that the inclusion of ‘grades’ was a useful addition.
* What more information would you like?
* Parents would like the reports to include the grade descriptors so that they can see what the grades mean in real-terms ability.
* How can we help parents understand more?
* Parents would like a video on the website which explains the MCPA assessment system.
* Some parents requested a formal certificate at the end of the year stating that their child has passed the year; this is usual practice in Arab countries. AR stated that this is not something which we usually do as the report covers this but will deal with any such requests individually.

**Actions:**

AR to produce an assessment video for the website.

4. Parent governor.

Following on from the talk in the previous meeting about the role, parents were given the paperwork to sign up and had an opportunity to ask any questions.