



Parent Ambassador Meeting (3)

4th February 2025

Agenda

1. Actions and matters arising from previous meeting
 2. Lunches
 3. 'Selected Pupil' Clubs
 4. Attendance and Punctuality Awards
 5. Model Pupils and SLTea
 6. Head's Honours
 7. Meet Mr Fullerton
 8. Swimming
 9. Welfare Procedures
 10. Pupil Parliament
 11. Residential Trips
 12. Gate timings
 13. End of day arrangements
- AOB

You said:

Clubs sign-up:

“The club list should be released a week before school closes so that any registration issues can be resolved with the school admin team while the school is open.”



We did:

- Sign up will **begin** from **Monday 17th March** for Summer Term Clubs.
- **Deadline** for sign ups for the Summer Term will be **31st March**.



You said:

Hand Washing

Could pupils wash their hands before lunch time or could there be facilities for pupils to sanitise their hands prior to eating.



We did:

- All outdoor sinks have had soap units installed so pupils can wash their hands at lunchtime, prior to eating.
- Hand sanitizer is now available in both halls which pupils are welcome to use.

- We have inquired about the cost of having more permanent hand sanitising stations in each hall by the lunch lines. This will cost approx. £100, plus upkeep.



You said:

- Parent Pay

Parent Pay is rubbish!

There were some frustrations from parents (and us!) regarding parent pay and we are looking into alternative platforms which are much more user friendly.



We did:

Top-rated by schools
for four years running

98% satisfaction
for customer training

7,000 schools migrated
more than any other provider

70+ minutes saved
per staff member per week

Arbor is now confirmed as our new MIS provider. This should be up and running for the Summer Term once the new financial year begins.

Stay in the loop, in one place

With real-time insights into a child's progress, activities and to-dos in one place. It also simplifies updating details, managing payments, and more – for parents and staff alike.

Features parents love

- Cashless payments
- Parents evening booking



You said:

- Parents would like more variety on the lunch menu for vegetarians e.g. chickpea, rice, lentil options rather than pasta.



Menu adapted again for Spring 1:

- We now have a 'Nice Rice Thursday' with 3 different paella options.

We did:

THURSDAY Nice Rice
Chicken & Vegetable Paella ↓
Chicken & Vegetable Paella ↓
Vegetable & Bean Paella ↓
Jacket Potato with Cheesy Beans, Tuna Mayonnaise or Cheese or Beans
Baked Beans, British Red Tractor Garden Peas 🍎
Chocolate Mousse



2. Lunches

- More variety on Mondays:

There are 3 options each day and 2 different options to choose from that aren't pizza, however, most choose pizza each week. It's a firm favourite!

My lunch is yummy!

The new yoghurt is lovely.

GREEN EARTH MONDAY	GREEN EARTH MONDAY	GREEN EARTH MONDAY
Cheese & Tomato Pizza with Tomato Pasta Salad 	Cheese & Tomato Pizza with Tomato Pasta Salad 	Cheese & Tomato Pizza
n/a	N/A	N/A
Mild chick pea curry & rice 	Potato, Spinach & Cheese Toasted Wrap with Tomato 	Beany Shepherd's Pie 
Jacket Potato with Cheesy Beans, Tuna Mayonnaise or Cheese or Beans	Jacket Potato with Cheesy Beans, Tuna Mayonnaise or Cheese or Beans	Cheesy Pasta
Broccoli/Cauliflower & Carrots, Sweetcorn 	Baked Beans or British Red Tractor Garden Peas 	Broccoli/Cauliflower & Carrots & Sweetcorn 
Chocolate Mousse & Orange Smiles 	Apple & Sultana Crumble Bar with Custard 	Lemon Cupcake with Fruit Slices 

I love the crispy chips.

The beans are sweet and tasty. They are delicious.



This is the best restaurant ever!

Monday Week 1 options:



3. Clubs:

'Selected Pupil' Clubs Clarification:

- Some of our clubs are open to all pupils however some are for 'selected pupils'. These may be for pupils who are identified as showing a specific talent in PE or Music lessons or for teams that compete competitively for the school e.g. Girls' Football, Netball or Steel Pans. We understand that some pupils may be disappointed but there are over 30 extra-curricular clubs on offer so hopefully there is something for everyone.



4. Punch and Dance

As a school we are committed to reaching our whole school attendance target of **97%** each week. In order to support this, we have a weekly attendance assembly where classes have the opportunity to win either 'Dance' (our attendance bear) or 'Punch' (our punctuality bear). The pupils are always excited about the weekly competition and even though they don't keep the bear indefinitely, winning classes get to display their previous bears on their class door to show off their achievements. We do understand that sometimes pupils are ill so this may mean their class would not be able to win attendance that week, however, **EVERY** class have the chance to win Punch each week as punctuality is based on only the pupils in class that week.



So far, 18 out of 24 classes across the school have won at least one bear this year! Well done everyone.

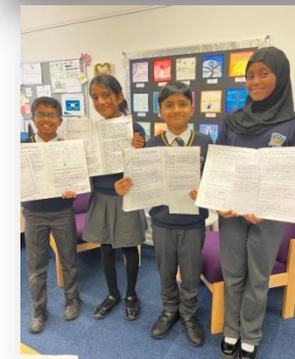
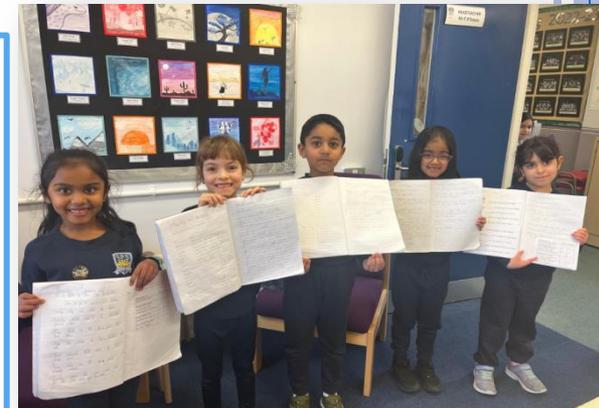


5. Model Pupils and SLTea

At the end of each term, two pupils are selected from each class as 'Model Pupils'. These children are then invited to SLTea with a member of the senior leadership team the following term. Photos are posted on Class Dojo of pupils receiving their certificate and then again when they go for their 'SLTea' – this is why pupils may appear to be on Dojo multiple times.

6. Heads Honours

As well as 'model pupils' children each week get the opportunity to be recognised for their amazing work at school. This could be an improvement in their spellings, excellent art work, trying extra hard in their Reading or for showing more confidence in class or showing great sportsmanship in PE. Teachers choose pupils in their classes weekly to go and show their work to Ms D'Souza each week. There is no limit on the pupils teachers can send (or how many times a pupil can be acknowledged across the year) so all pupils have the chance to be recognised for their work weekly. Keep an eye on Dojo to see this week's winners.



7. Meet Mr Fullerton – Our new PE specialist

We are please to announce the appointment of our new PE Specialist teacher – Mr Fullerton. He is an experienced PE coach and will be working with pupils across the school alongside Mr Oduyemi.

At Stanburn, all pupils receive two hours worth of PE teaching each week. This may be covered by Mr Fullerton, Mr Oduyemi, the class teacher or specialist coaches e.g. Swimming Lessons or Yoga sessions.



8. Swimming

Pupils in Year 5 attend swimming lessons weekly. All pupils **must** wear a swimming cap not only for hygiene reasons, but this also ensures the children's hair stays dry eliminating the need for pupils to use hair drying facilities. Pupils as a group, do not shower after their swimming session however, reasonable adjustments are able to be made for any pupils who have medical conditions e.g. eczema. These are reviewed on a case by case basis.



9. Welfare Procedures Reminder

Last year, the following document was created to provide parents with more clarity on when pupils visit welfare and what information is provided for parents.



Medical Support and Procedures

Ailment	Treatment	By whom	Follow up
Minor cuts, bumps, scrapes	Treated using medical supplies from class first aid box or staff first aid bags	Class/playground staff	Class teacher to check the child is okay and monitor any swelling.
Headaches, tummy aches, other 'minor' aches	Staff to offer child sympathy, water, toilet, time out, TLC	Class/playground staff	Monitor and if the condition worsens send to the Welfare room.
Child appears unwell	Staff to offer child sympathy, water, time out, TLC	Class/playground staff	Monitor and if the condition worsens send to the Welfare room.
Minor skin irritations e.g. splinters, scratching, soreness	Treated using medical supplies from class first aid box or staff first aid bags	Class/playground staff	Monitor and if the condition worsens send to the Welfare room. Welfare staff- call to parent if cream is needed to relieve the itching.
Head lice	No treatment. Welfare staff phone parent and attached SLT notified so they can send a letter to the year group	Welfare staff	Monitor and send out further communication if necessary.
Sustained head/tummy/ other aches causing the child distress	Welfare to decide on severity	Welfare staff	Logged. Dependent on severity, child offered rest or parent called. Pink slip given.
Skin irritations that do not fade e.g. rashes, spots, bumps	Welfare to decide on severity	Welfare staff	Logged. Dependent on severity, skin treated or parent called. Pink slip given.
Child appears drowsy, tearful, not themselves due to ailment	Welfare to decide on severity	Welfare staff	Logged. Dependent on severity, child offered rest or parent called. Pink slip given.
More serious cuts bumps or scrapes	Treated at welfare	Welfare staff	Logged. Ice pack applied and wound treated. Pink slip given.
Suspected temperature	Checked at welfare	Welfare staff	Logged. Parent to be called to collect child if temperature is above 39 degrees.
Eye ailments: excessive watering, redness, irritation, inflammation, injury, discharge or foreign bodies.	Checked at welfare	Welfare staff	Logged. Dependent on child's distress and severity of ailment – either treated or parent called. Pink slip given.
Child has vomited	Checked at welfare	Welfare staff	Logged. Parent called to collect child ASAP.
Burns, scalds	Treated at welfare	Welfare staff	Logged. Call to parent immediately. Dependent on severity of burns call 999. Pink slip given.
Any allergic reaction	Administer piriton/epipen as required. Call 999 in an emergency or as soon as an epipen has been administered.	Whoever is closest out of trained epipen staff. SLT	Logged. Parent called ASAP and informed of steps taken following the allergic reaction.

Any face, head or neck injury	Treated at welfare. Ice pack applied and treatment given to the child. Depending on severity of the injury- dial 999.	Welfare staff/ SLT informed	Logged. Welfare staff phone parent as soon as possible. SLT informed if it is a serious injury.
Child appears in sustained pain	Checked at welfare	Welfare staff SLT informed	Logged. Welfare staff phone parent as soon as possible.
Suspected bone break	Checked at welfare –Do not touch or ask the child to move the suspected break. Dial 999 if it is a clear break.	Welfare staff/SLT informed	Logged. Parent called ASAP to collect the child/inform them of the 999 call. Logged on CPOMS, investigation carried out.
Any suspected contagious illness	Kept at welfare until parent arrives	Welfare staff SLT informed	Logged. Welfare staff phone parent as soon as possible.

Please note, this list gives an indication only and is not exhaustive.

Updated March 2023

Incidents are RAG rated and parents are informed either by phone or via a pink slip for any amber or red ailment.

10. Pupil Parliament

As you know, in order to celebrate UK Parliament week back in November, Stanburn held their very own elections for this year's Pupil Parliament. After a very rigorous election campaign where each pupil had the chance to cast their vote at our school Polling Station, the new representatives have now been elected for this academic year. So far, Pupil Parliament have created their different cabinets and also been on a trip to The House of Commons.

However, this has meant that they have had to put on hold their re-launch of the house system but we are hopeful that this will be up and running by next term.



11. School Residential Trips

At the moment, pupils in Year 5 and 6 have the opportunity to attend a school residential trip. Once the trip is organised by the year lead, a letter is sent to all parents in the year group with the following message:

*If your child wishes to participate and to secure their place on the trip, please pay a **non-refundable deposit of £50 via ParentPay by the end of the school day on xxxxx**. Please note, these places are limited and will be allocated on a first come basis and we will not accept any deposits after this date. For those of you who wish to pay in instalments, this option will be available. Alternatively, you can pay as one lump sum.*

Places/coaches are then booked based on this number. If a child drops out of the trip after the deposit has been paid, this payment is unfortunately non-refundable unless another pupil is able to take this place. If a child decides they would like to attend the trip after the initial deposit deadline, then they are put on a waiting list, however there is no guarantee that a place will become available so it is always best to ensure you speak to the school office before the deadline date.



12. Gate timings.

Elm and Pine Gate open at **8:25am** each morning and the school day then begins at **8:35am**. Pupils from Reception to Year 4 **MUST** be supervised between 8:25am – 8:35am. If it is raining or the weather is inclement, school will implement a 'soft start' which means the school doors will open at 8:25am instead.



13. End of the day arrangements

The school day ends at 3:15pm.

Pupils should be collected at 3:15pm. If pupils are not collected by 3:25pm, they will be taken to ASC and parents will be charged accordingly. If a pupil is attending an after school club, please ensure they are collected promptly. After 10 minutes, any pupils not collected will be put into ASC and parents will also be charged accordingly.

We thank you for your co-operation.



Reminders

[Report illegal parking – London Borough of Harrow](#)



Parking

Please can we remind parents to be considerate while parking. Do not park on the zig-zags and single yellow lines. Also please do not obstruct our neighbours driveways. Thank you

Class assemblies

Each class performs one class assembly each academic year. These are always held at 9am in the Upper Hall, however in order to ensure parents know the exact timings in order to organise child care/time off work, we will update the school website with timings.

Examples of areas where it is illegal to park include:

- property driveways
- pedestrian crossing points
- pram crossings.

Report an illegally parked car

You can report an illegally parked car online, you will need:

- ✓ the location of the parked vehicle
- ✓ details of the vehicle
- ✓ your contact details.

Extension of ASC to 6.00pm:

Reminders

We are pleased to inform you that following our parent consultation, After-School Club (ASC2) will be extended by 15 minutes, operating from 3:15pm to 6:00pm, Monday to Friday, effective from Monday 20th January 2025. The cost of ASC2 will remain unchanged at £10 per session, ensuring no additional charges for parents. The booking process for After-School Club remains unchanged and will continue to be managed via ParentPay.

Please note if your child is collected after 6.00pm, you will be charged £10 for every 10 minutes that you are late. Should you have any questions or require further assistance, please do not hesitate to contact the school office.

Please visit the school website for all upcoming events:

[Stanburn Primary School - Calendar of Events](#)

Calendar of Events
February 2025

< > View Print

Mon	Tue	Wed	Thu	Fri	Sat	Sun
27	28	29	30	31	1	2
Y6 Bikeability						
Y4 Parents ...	Year 5 Trip	5 Orchid Cla...	Y1 Phonics P...	5 Violet Clas...		
		+2 MORE		Y1 Phonics P...		
3	4	5	6	7	8	9
6Pebble & 6...	6Dove & 6Sil...	2Apricot - Lo...	Y1 School Trip	4 Azure Clas...		
2Mango - Lo...	2Coral - Loc...			NSPCC Num...		
10	11	12	13	14	15	16
Reception: A...	Y6 Parents R...	4 Indigo Cla...	Y2 Chinese ...	4 Sapphire ...		
			Y2 Stay & Re...	Y2 Stay & Re...		
17	18	19	20	21	22	23
Half-Term Holiday						
24	25	26	27	28	1	2



POSITIVE FEEDBACK

“It’s great to have the workshops as it gives parents an insight into how the children are taught”

“The morning emphasis on reading is a great initiative and I am sure it's helping so many children.”

“Really excellent provision of after school clubs and significantly improved pick up points has worked really well.”

“The school clubs list is extensive and quite good at Stanburn compared to other schools.”



AOB

- YEAR 1 COLLECTION AND DROP OFF: WE ARE HAVING PART OF THE GATE REMOVED TO MAKE THE OPENING WIDER.
- RECEPTION MILK AFTER THEY TURN 5.

