

**Minutes of Prep Reps PREP REPS– Wednesday 5 February 2020
8.45am in the Senior Library**

Staff Attendees:

DP Head
DS Head of Prep School
LL Head of Administration and PA to the Head
SB Assistant Head Data Tracking and Assessment

Class Reps

Nursery	Rebecca Abbott
Transition	Shannon Watson
Reception	Charlotte Parker and Kate Lea
Year 1	Amy Strother
Year 2	Nicole Moss and Laura Wilkinson
Year 3	Caroline Proctor and Efke Scholten
Year 4FL	Jade Burnham and Sarah Thom
Year 4B	Kara Dellow
Year 5V	Helena Bell and Liz Harwood Bridgen
Year 5P	Sheetal Bahal
Year 6W	Helen Beckerson and Marina Cook
Year 6M	Paula Leach

1. Apologies:

FH Vice Principal

2. School Updates and Teaching and Learning (DS)

The passing of Beth is a devastating loss for the school. The staff have been amazingly strong and put the children's needs first. There is a remembrance room in prep and the children are using this. We had a staff meeting on bereavement 4 Feb to check we are on the right track with supporting Ruby and Drew and all of the children. Details on a Memorial Service to be held at RH7 will follow in due course. **Update: A Memorial Service for Beth will be held at Radnor House Sevenoaks on Saturday 14 March 2020 at 2.30 pm in the Senior School Hall and refreshments will be served in the Dining Room following the service. We very much hope that you and your children will be able to join us.**

DP asked if anyone had any questions about the handling within school of Beth's passing and there were none.

On a happy note, John Veness and his wife are thrilled to announce the birth of their daughter Sienna. John Veness will be returning from paternity leave this week.

Reading and Writing including phonics is really embedding with the children and we are seeing positive results. It was really beneficial to welcome in parents to workshops and we are going to be doing the same thing with maths. This is a good opportunity for parents to see what we do in the classroom. Children are enjoying maths week and it is building confidence amongst the children.

In PSHE, the working party are meeting with Miss Dale today. **Update: successful working party meeting, well attended with representatives from across the year groups.**

Science week is planned as per the School Calendar and we are looking for parents with scientific elements to their jobs to come along and talk to the children. Please could a message be sent out **AP**

We now have new designs for the Prep School garden. Works will begin during May Half term. A letter was due to go out to all parents on the 31 January but due to the news about Beth, this information will not be released until Friday 14 February. This letter will contain information about internal middle management changes and the gardens.

The refurbishment of the Prep School will commence during the summer holiday (decorating etc) along with two new TV's for the Yr 5 and 6 classrooms. Bigger works are planned to commence during Summer 2021 where there will be a move of all classrooms up to Yr 2 who will all have access to the new garden. A new toilet block and changing rooms along with a new Technology centre and changes to wrap care rooms. Planning consent will be needed for these changes. It was raised that the courtyard has sinkholes. DP confirmed this is being looked at, but dependent on cost cannot promise that this will be sorted immediately.

3. Action Points from the last meeting (October 2019)

Christmas Fair – This was the first time we had held this event and approx. £1,700 was raised. It was agreed that parents were happy with the event as it involved the children and the timings were good and did not encroach upon personal/family time. We should hold the event again this year. It was asked if the children in Wrap Care attended and it was confirmed that they were all taken around the event so did not miss out.

Pool changing facilities – The taps have been replaced. It was mentioned that the Soap Dispensers around the school need more regular filling **AP**

Coffee mornings – These have been rotated to be held on different days and everyone seems to be happy with these. These are an ideal opportunity for parents and teachers to meet in an informal setting.

Calendar dates – MSP should help with this. Everyone was happy with MSP. It was requested that Class Assemblies need to be added to the calendar along with Maths Workshops etc **AP**

Prep Rep Meetings – Fraser Halliwell would like more regular Prep Rep Meetings every 2 weeks which are more likely to start next academic term. This would be an ideal opportunity to discuss items in more depth. All reps were happy with this.

4. Class Rep items:

Uniform –Hats £13.50 and Scarves £18.50 – The hats are too small, itchy and the scarves do not wrap around as they are too short. Can we have different sizes for these? Can we have fabric swimming hats? Silicone and Latex are currently available **AP** = We will speak to Horncastles to see what they can do about hats and we will ask Helen Dudman if the children can wear plain black swim hats. **Update: Horncastles have stated that the hats should not be shrinkable, they are knitted using the same yarn as the pullovers, so there is no wool or cotton involved. It is actually more likely to stretch. Two things which may help, if you roll the front "turn up" (where the logo is), down a bit it makes the hat wider. Secondly, if you wash it, you should be able to stretch it out a bit whilst it is damp.**

Update: Pupils can wear fabric hats as long as they are black and named.

- **Lunches and water** – There have been some complaints (mainly from Year 5) about the food and they say that get a bog-standard response from the school about us offering healthy, nutritious food with masses of choice. There are complaints that

the food is too saucy and fatty. We would not agree with this. The food is exceptional and we eat what the children eat and offering simply plain pasta is not nutritious and does not help them to focus in class or prepare them for sport. Food is part of a child's education and they should be encouraged to try all sorts of food. We monitor what they are eating and what they are throwing in the bin. There is not much waste. We have teaching assistants and staff overseeing them. We are now offering the weekly golden table and golden tickets which the children are enjoying. Year 1 do not get to go up and get their food and it would seem there are lentils in everything **AP** – We need to look at food and those children with allergies and perhaps consider options without pulses. It was suggested that we send out a questionnaire asking parents what they want. We are concerned this would not resolve any problems and actually 'open a can of worms'.

We will be looking at timings of lunches for the next academic year as we are aware that children don't always have enough time at lunch.

It was mentioned that there was no water at breakfast time and lunchtimes – **AP** – We will look into this and ensure there is more water being offered at both times.

What is our policy regarding water on desks etc? This is at the teacher's discretion as to the number of issues relating to water on the table and therefore have to leave bottles at the back of the classroom and may use this as a distraction.

Storage for kit – New shelving has been put in for year 5. This is Temporary until new changing facilities are completed. We are looking at new storage for Year 4 over the summer. Lost property is now located in the prep gym and returned to owners where labelled.

- **Toilets** – These are checked twice daily by the maintenance team and cleaned in the evening. Lena is on-site during the day to check and also for emergency circumstances.

It was raised that if we have an additional Reception class that this will cause more issues with toilets. We will look at this as/when/if this happens

AP – Please could we ensure all children (particularly UP) wash hands before lunch. USE Dispensers outside the hall.

- **Swimming Galas – Farringtons and IAPS.** LP and UP – When are these? We are checking the dates with Ms Hughes and Mrs Dudman and these will be added to MSP calendar. There will also be a viewing session for Transition. **AP**

- 11+. Register on Kent site between June and July 2020 for entry September 2021. Parents need to let us know if their child is taking the 11+

www.kent.gov.uk/education-and-children/schools/school-places/kent-test

- **Plastic-free** – We have a Bronze certificate and is going for Green Flag status so examining a multitude of environmental issues

- **Astro** – This will be used mainly for hockey but may be used for football and non-contact sports.

- Can we have more brushes around the school for Studs to be cleaned off - **AP**.

- We are now using the rec area for sport. Please could we provide a map so that parents and visitors know how to get there and where to park etc? It was confirmed that this area is now down to RH7 to maintain. **AP**
- **Safeguarding for games sessions** - This was raised and it was agreed that it is something which we have considered but isn't very easy to police. It is important that we identify visitors whether parents or other team parents for game watching and match teas. This isn't unique to RH7 it is the same at all schools. We need to come up with a solution to this. **AP**

Matters to be Actioned	Who to Action	Date Completed
Parents with scientific backgrounds to visit during science week	Class Reps and RH7 Bulletin DS	
Soap Dispensers around the school need more regular filling	RH7 DC	Completed – constantly monitored and sanitizers introduced
Class Assemblies need to be added to the calendar along with Maths Workshops etc	RH7 LL	This has been done
Hats and swim hats	RH7 – DP/LL	10/02/20
We need to look at food/allergies/lentils and pulses/questionnaire?	RH7 – DP/CH/LL	
Water at Breakfast and Lunchtimes	RH7 – DS/CH/LL	This has been introduced
Hand Washing	RH7 DS and Teaching Staff	This is being encouraged and observed by all children. More Hand Sanitisers around the school as above
Swimming Gala and demo dates	RH7 LL	TBC
Fixed Brushes for Stud Cleaning	RH7 DC	These are being looked at
Map for the rec for visitors and parents	RH7 DC/LL	This is being looked at
Safeguarding for games sessions	RH7 CH/DC/LL/TB	This is being looked at

Action Points - Completed

School Hats and Scarves – Message from Horncastles

The hats should not be shrinkable, they are knitted using the same yarn as the pullovers, so there is no wool or cotton involved. They are actually more likely to stretch.

Two things which may help, if you roll the front “turn up” (where the logo is), down a bit it makes the hat wider. Secondly, if you wash it, you should be able to stretch it out a bit whilst it is damp.

They are designed for the Prep school, not the seniors, but they are the same ones we have used since we started, so there should not be a problem.