



Saxon Primary School & Nursery's Family Forum

Friday 13th March 2026

Minutes

Welcome to our first Family Forum and thank you for joining us!

Agenda Item	Minutes
Introductions	Staff: Miss Morris, Mrs Vale Families: Miss Thivessen, Mrs Morris, Mrs Wilson, Mrs Roydhouse
Guidelines (see overleaf)	Everyone agreed to work within these
Current opportunities for family engagement	<p>Discussed variety of family engagement opportunities</p> <p>Tailored to the individual year group needs:</p> <ul style="list-style-type: none"> - Reception & Year 1 Stay & Play - Open Classrooms for 2-6 - Library Bus in book week - Sports day - Year group family engagement session e.g., Reception picnic - Progress meetings - Assemblies - Christmas events <p>Families believe school provides good notice for events</p> <p>PSHE:</p> <ul style="list-style-type: none"> - Discussed the sharing of the PSHE Sex and Relationship curriculum. This is available to view in Summer 1 prior to the teaching. - In Summer term, families also given notice about NSPCC assemblies and lessons. <p>Barriers:</p> <ul style="list-style-type: none"> - Times of day - Work life balance with work commitments <p>Curriculum information</p> <ul style="list-style-type: none"> - Discussed how this can be shared with families to support discussions at home about learning

	<ul style="list-style-type: none"> - SATS, information packs are sent home and parent meeting to share the revision weeks and how they take place. <p>Communication:</p> <ul style="list-style-type: none"> - Class reps share information from SSA - WhatsApp <p>Actions:</p> <p>Consider how to share information on website for families Website to be the go-to for information Consider WhatsApp for school communication Consider how to share Class Reps with ways for families to join the WhatsApp group or see photo of the rep.</p>
Transitions	<p>Transitions</p> <p>Nursery – Reception Year to year Year 6 to year 7 In year admissions</p> <p>Move up morning Taster sessions Transition booklets Aspire programme – Secondary School</p> <p>Lots for children – what about families?</p> <p>Positives:</p> <ul style="list-style-type: none"> - Class pictures sent home - Move up morning is really valuable for children - Older children sharing their experiences - Additional transition support for those who require it. - New parents as Reception benefited from the home visits, transition morning and information evening. - Teacher and TAs in reception explained clearly how Play supports development - Reception picnic successful for families to meet <p>Additional suggestions:</p> <ul style="list-style-type: none"> - All children are given a transition booklet - Families have images of new collection points - The Saxon Way is shared with all new families - Teacher Profile sent with transition booklet - Additional story time or activity with the new teacher to ensure anyone who was absent has time - Year 2-3 specific letter with key updates for the transition to KS2, including uniform, snacks, lunches and resources such as pencil case - New Reception – School readiness skills, communication, links to class rep and SSA. Newsletter, developing independence - Centralising information on the Website for families - Range the timed/dates to provide differing opportunities for families to attend

	<ul style="list-style-type: none"> - Online meeting options <p>New Family joins school</p> <ul style="list-style-type: none"> - Provide a buddy family to support
Additional Items	<p>Sharing information on WhatsApp groups is effective</p> <ul style="list-style-type: none"> - Not all families are on these groups - Consider how we ensure
Ideas for future meetings	Diversity
Suggested days and times for future meetings	<p>Try different days and times to capture a different audience</p> <p>Next meeting Thursday 21st May from 8:30-9:30am</p>

Thank you for your time and engagement.



Saxon Primary School & Nursery's Family Forum Guidelines

Focus on School-Wide Topics: Discussions should centre on matters that affect the entire school community, such as school policies, events, communication practices and other areas of improvement.

Constructive Dialogue: Share feedback and ideas in a positive, solution-oriented way to promote productive conversations and meaningful outcomes.

Respectful Communication: Maintain a respectful tone when expressing opinions and actively listen to others, ensuring everyone feels valued and included.

Collaboration and Inclusivity: Emphasize teamwork and the collective goal of creating a supportive environment for all children and families.

Community Building: Explore ideas to strengthen bonds among families, improve home-school engagement and enhance the sense of belonging.

Avoid Individual Matters: Discussions about the specific needs or concerns of individual children should be addressed privately with teachers or relevant staff, as this forum is designed for whole school issues and initiatives.

Stay on Topic: Ensure discussions remain focused on the agenda and agreed topics to maximize the forum's effectiveness.

Time Management: Be mindful of time by keeping contributions concise and relevant, allowing for balanced participation from all attendees.