Survey of Parents & Carers at Oxgangs Primary School March 2017



Oxgangs Parent Council

Crerar Christie, Chair of Oxgangs Parent Council

June 2017

1 Indroduction

1.1 Background

Since 2007 Oxgangs Primary School Parent Council (PC) has carried out an annual survey of all parents and carers (hereafter referred to only as parents) of Oxgangs' pupils. The intention of this survey has remained the same over the intervening period, namely:

- 1. To provide a baseline assessment of general parent attitudes to key aspects of school life. Such as:
 - The quality of education provision in the school
 - Attitudes to school and behaviour
 - School management and leadership (since 2013)
 - School resources and facilities
 - Parent Council / Parent Teacher Association (PTA) committees and activities
- 2. To identify specific issues of concern / interest to parents and carers the PC, the PTA and/or the school staff, should address.

The survey is, therefore, an important means by which the Parent Council seeks to fulfil its obligations under the Scottish School (Parent Involvement) Act 2006, which states;

"...the Parent Council should have arrangements in place for ascertaining the views of members of the forum on the standards and quality of education provided by the School, or on other matters that appear to the Council to be of interest or concern to members of the forum".

This year, as for the first time last year, the PC has conducted the survey online using Google's "Forms" app. Prior to 2016, the PC used printed questionnaire sheets. Printed sheets were available to those preferring not to use the online form. The paper version of the response sheet is included in Appendix A.

The PC conducted this year's survey in the last two weeks of March 2017, immediately prior to the Easter break. This is a return to the usual period of survey, i.e., at the time of the Spring parent consultations prior to Easter. Due to the wall collapse, the PC held the 2015/16 survey approximately three months later in June.

Although this report sets out the survey results or 2016/17, parents are welcome to contact the PC at any time via email, the PC website, or in person.

1.2 Data Handling and Confidentiality

The survey asks parents for their names and the class/ year(s) of their children. Parents need not supply this information and remain anonymous; however, if they were to raise a specific issue, then such information would be required to address it.

Given that the output of this survey is a publically available report, respondents cannot assume complete confidentiality. However, it would be inappropriate to make public reference to any specific person, child, or personal information in this report; therefore, any mentions of specific names or identifying features have been removed. Comments have been summarised into general statements and the number of parents making similar statements noted.

Only the Parent Council representative who compiles the report, the Chair of the Parent Council (if different), and the Head of the school have access to the full data at the time of reporting. The Parent Council will not share this information with any other person or agent.

The Parent Council will destroy all raw data after two years.

1.3 Survey Design and Responses

Successive Parent Councils have agreed the content of the questionnaire.

The survey is divided into four main sections:

- 1. Attitudes to Education
- 2. Attitudes to School and Behaviour
- 3. Views of Resources and Facilities
- 4. Views of PC & PTA

The questionnaire comprises a combination of multiple-choice buttons, allowing for measurement of agreement/disagreement with statements in each section. The survey asks Parents to express their views at the end of each section, and of the school overall at the end. In total, there are twelve multiple-choice options and five comment areas.

The PC changed the wording of question 11 in 2016. Previously, question 11 asked, "More could be done by the PC/PTA Committee". Last year, and going forward, question 11 asks, "The events run or supported financially by the PC/PTA are of benefit to the children attending the school". It was felt that the original wording was too general to be of practical value. Results to date indicate that the change of wording has had little impact on the level of response and that it is reasonable to continue to plot this response on the same graph.

The PC sought to ensure no duplicate inputs.

The Table below shows the breakdown of returns by year group.

Year	Return	Roll	Return, %
Nursery	10	30	33%
P1	30	57	53%
P2	25	60	42%
Р3	21	58	36%
P4	21	47	45%
P4/5	6	24	25%
P5	15	57	26%
P6	24	55	44%
P6/7	1	22	5%
P7	7	31	23%
Totals	150	411	36%

Parents completed 113 forms, 12 anonymously, representing 160 children across the school and nursery. Last year, parents returned 81 forms representing 117 children. This represents a 25% increase in the number of returned forms, and a 37% increase in the number of children.

Experience suggests that response rates above 30% are comparatively high for this type of survey. The fact that parents have maintained this response rate for each year the PC has conducted the survey should be welcomed and indicates the ongoing level of interest shown by parents.

1.4 Score Index

A score index captures the year-on-year response trend. The score index represents the propensity of the response, i.e., the option to which the overall response is closest. For example, the score index is 2.12 for the first question, which means the average of all responses is between High and Average, and much closer to High. If the score index had been 2.92 then the average over all responses would be between High and Average, but much closer to Average. If the score index had been 1.5, then the average over all responses would be equally between Very High and High, and so on.

For the mathematically minded, the score index is calculated as follows:

$$SI = \frac{\sum_{i=1}^{N} i \cdot R_i}{\sum_{i=1}^{N} R_i}$$

Where, SI = Score Index

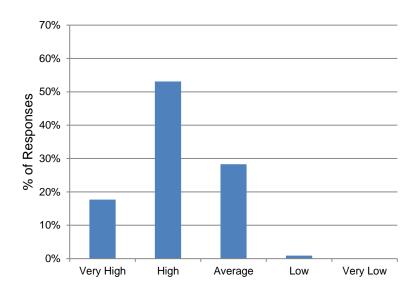
i = Response option number

N = Total number of response options

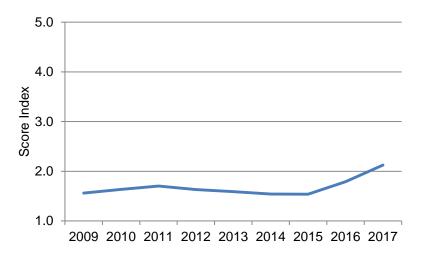
R_i = Number of selections for response i

1. I think the Learning & Teaching and Oxgangs is:	Number	%
Very High	20	18%
High	60	53%
Average	32	28%
Low	1	1%
Very Low	0	0%
Total	113	
Score Index	2.12	

Response Data



Bar Chart of Response Data



Score Index Trend

2 Attitudes to Education at Oxgangs

Questions 1, 2 and 3 seek to establish the parent/ carer's attitude to the education provided at Oxgangs.

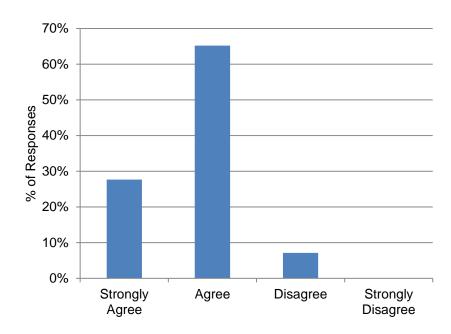
2.1 Standard of Learning and Teaching (L&T)

The table and bar chart opposite represent the same responses for this question. Of the 113 responses, 80 (71%) think the standard of L&T is "High", or better, 32 (28%) think it to be "Average", and 1 (1%) thinks it's "Low" or below average. Twenty (18%) think the standard of L&T is "Very High".

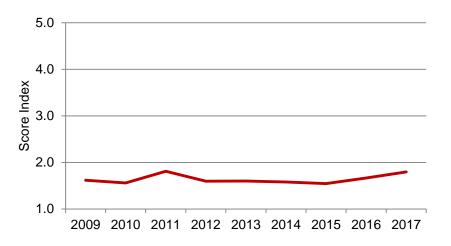
Since 2016 the trend has moved from "Very High" to "High". The majority of respondents continue to think L&T is of a "High" or "Very High" standard.

2. The work my child receives is suitable for his/her level of ability:	Number	%
Strongly Agree	31	28%
Agree	73	65%
Disagree	8	7%
Strongly Disagree	0	0%
Total	112	
Score Index	1.79	

Response Data



Bar Chart of Response Data



Score Index Trend

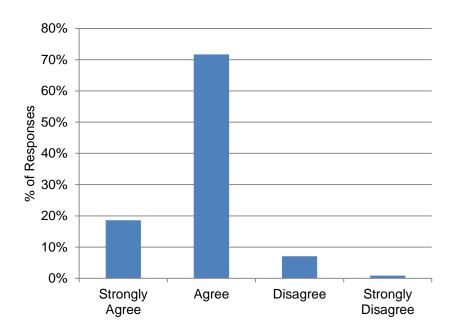
2.2 Suitability of Work

The table and bar chart opposite represent the same responses for parent's views on how suitable the children's work is to their ability. Of the 112 responses, 104 (93%) "Agree" or "Strongly Agree" and 8 (7%) "Disagree".

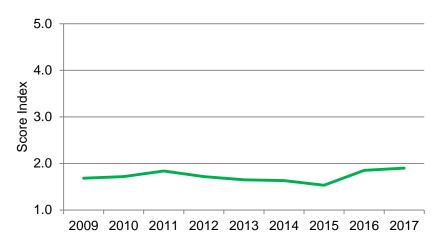
Since 2016 the trend has shifted slightly from "Strongly Agree" to "Agree".

3. I get good information about how my child is progressing:	Number	%
Strongly Agree	21	19%
Agree	81	73%
Disagree	8	7%
Strongly Disagree	1	1%
Total	111	
Score Index	1.90	

Response Data



Bar Chart of Response Data



Score Index Trend

2.3 Information received on progress

The table and bar chart opposite represent the same responses for parent's views on the information about how their child is progressing. Of the 111 responses, 102 (92%) "Agree" or "Strongly Agree", 8 (7%) "Disagree", and 1 (1%) "Strongly Disagree".

There is very little change in Score Index for this question since 2016; a majority of parents "Agree" they receive good information.

Oxgangs Parent Council

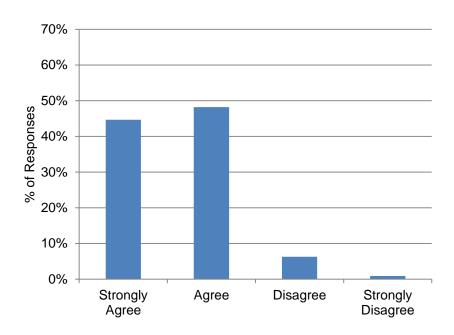
The table below summarises the types of comments received from parents regarding Attitudes to Learning at Oxgangs and in what number.

Comments about Education at Oxgangs	Number
Child not stretched enough	8
Happy with child's learning / appreciative of school efforts	5
Teaching standard is variable	4
Too much homework	3
Parent Consultations are uninformative / ineffective	2
Homework appears unstructured, insufficient guidance for parent to develop further.	1
Help children with speech writing difficulty outside core time	1
Need robust response to inspection report	1
Dislike for composite classes	1
Too much focus on under-those under-attaining	1

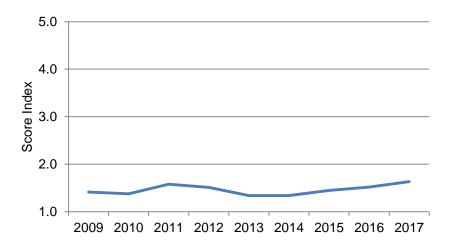
June 2017

4. My child is happy at school:	Number	%
Strongly Agree	50	45%
Agree	54	48%
Disagree	7	6%
Strongly Disagree	1	1%
Total	112	
Score Index	1.63	

Response Data



Bar Chart of Response Data



Score Index Trend

3 Attitudes to School and Behaviour

Questions 4 and 5 seek to establish attitudes to the child's experience at Oxgangs.

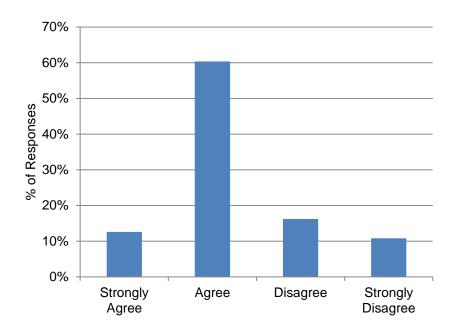
3.1 My child is happy at school

The table and bar chart opposite represent the same responses for parent's views on how happy their child is at Oxgangs. Of the 112 responses, 104 (93%) "Agree" or "Strongly Agree", 7 (6%) "Disagree", and 1 (1%) "Strongly Disagree".

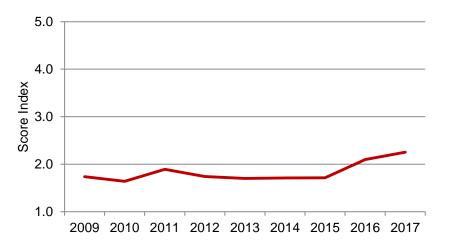
The Score Index is marginally greater for this question than in 2016: though almost half of the responses "Agree" and slightly less "Strongly Agree".

5. Behavioural issues are dealt with appropriately at school:	Number	%
Strongly Agree	14	13%
Agree	67	60%
Disagree	18	16%
Strongly Disagree	12	11%
Total	111	
Score Index	2.25	

Response Data



Bar Chart of Response Data



Score Index Trend

3.2 Behavioural issues are dealt with appropriately

The table and bar chart opposite represent the same responses for parent's views on how appropriately the school deals with behavioural issues. Of the 111 responses, 81 (73%) "Agree" or "Strongly Agree" and 30 (27%) "Disagree" or "Strongly Disagree".

The Score Index indicates that fewer parents moved from "Disagree" to "Strongly Disagree" than last year, the proportion of those who "Agree" or "Strongly Agree" staying about the same. The majority of parents "Agree" that the school deals with behavioural issues appropriately

Oxgangs Parent Council 2017 Survey of Parents and Carers

The table below summarises the types of comments received from parents regarding Attitudes to School and Behaviour at Oxgangs and in what number.

Comments about School and Behaviour at Oxgangs	Number
Unsatisfied with school's approach to bullying and inappropriate behaviour	9
Parent never experienced / not an issue	4
Inability to deal with repeat offenders/ Offenders get more attention to detriment of rest of class	4
Support for Head / School / Teacher / Approach	3
Parent thinks communication of issues could be better	3
Child has come home to inform parent of observed incident	2
Should have anti-bullying policy / policy should be revised	2
Teacher response is variable	2
Parents should do more to support school's efforts	1
Perception of school having more disruptive elements	1

Note:

The school's 2015 anti-bullying policy can be found at:

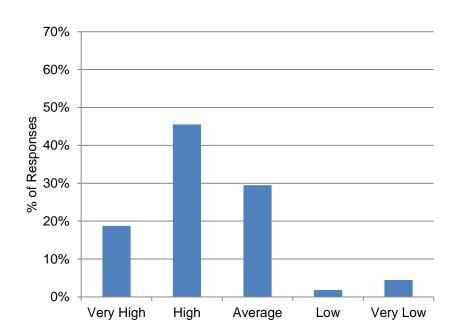
https://oxgangsprimaryschool.wordpress.com/useful-documents/school-policies/

There is a link to this, local and national government policy, and other resources to help children and parents with bullying at:

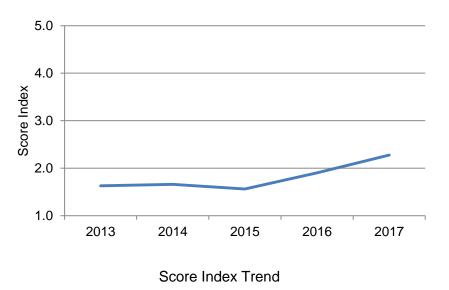
http://www.oxgangsparent.org/links.html

6. I consider that the standard of leadership and management		
provided to be:	Number	<u></u> %
Very High	21	19%
High	51	46%
Average	33	29%
Low	2	2%
Very Low	5	4%
Total	112	
Score Index	2.28	

Response Data



Bar Chart of Response Data



4 Attitudes to School Management & Leadership

Question 6 seeks to establish parent attitudes to the Management and Leadership at Oxgangs. The table and bar chart opposite represent the same responses.

Of the 112 responses, 72 (65%) think M&L is of a "High" standard, or better, 33 (29%) think it to be "Average" and 7 (6%) think it "Below Average" or worse. Twenty one (19%) think the standard of M&L is "Very High"; 5 (4%) think it "Very Low".

Since 2016 the trend has moved from Very High to High.

Oxgangs Parent Council

2017 Survey of Parents and Carers

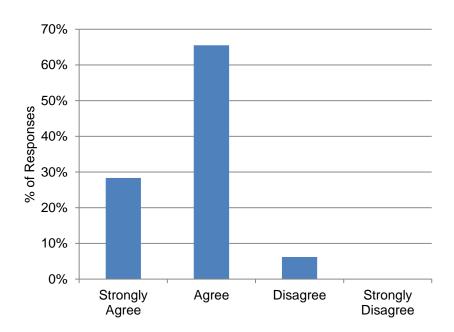
The table below summarises the types of comments received from parents regarding Attitudes to School Leadership and Management at Oxgangs and in what number.

Comments about Leadership and Management at Oxgangs	Number
Doing a good job	4
Need to communicate better / more openly	4
Parent dissatisfied with	4
Not enough post-inspection feedback	3
Quality of teaching varies	2
Lack awareness of parent's needs	1

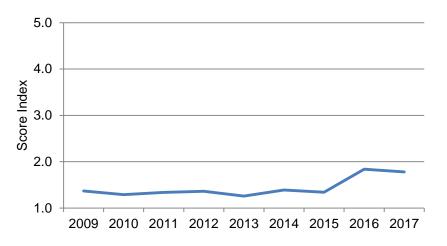
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7. I consider the school buildings and facilities provide a good environment for learning:	Number	%
environment for learning.	Number	70
Strongly Agree	32	28%
Agree	74	65%
Disagree	7	6%
Strongly Disagree	0	0%
Total	113	
Score Index	1.78	

Response Data



Bar Chart of Response Data



Score Index Trend

5 Attitudes to Resources and Facilities

Questions 7 and 8 seek to establish attitudes to the Resources and Facilities available at Oxgangs.

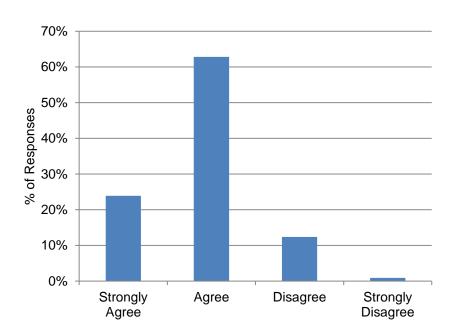
5.1 A good learning environment

The table and bar chart opposite represent the same responses for parent's views that the building and facilities at Oxgangs provide a good learning environment. Of the 113 responses, 106 (93%) "Agree" or "Strongly Agree" and 7 (6%) "Disagree" only.

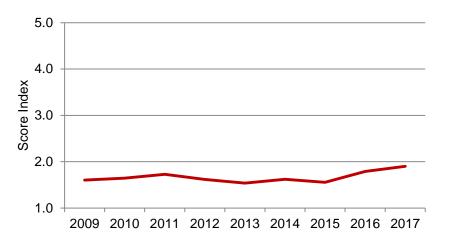
The Score Index indicates a slightly greater level of agreement with this question since 2016.

8. I consider that a good range of trips and other activities are provided in the school:	Number	%
Strongly Agree	27	24%
Agree	71	63%
Disagree	14	12%
Strongly Disagree	1	1%
Total	113	
Score Index	1.90	

Response Data



Bar Chart of Response Data



Score Index Trend

5.2 A good range of trips and activities

The table and bar chart opposite represent the same responses for parent's views that the school offers a good range of trips and activities to pupils at Oxgangs. Of the 113 responses, 98 (87%) "Agree" or "Strongly Agree" and 15 (13%) "Disagree" or "Strongly Disagree".

The increase in Score Index this year is less than in 2016; a large majority of respondents "Agree" with this question.

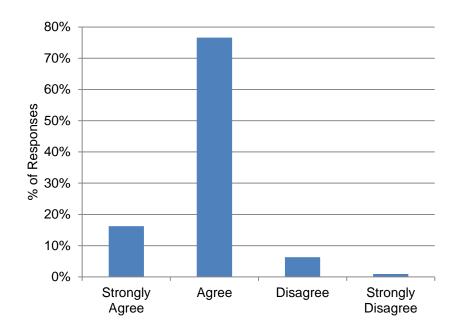
Oxgangs Parent Council

The table below summarises the types of comments received from parents regarding the Facilities and Activities available at Oxgangs and in what number.

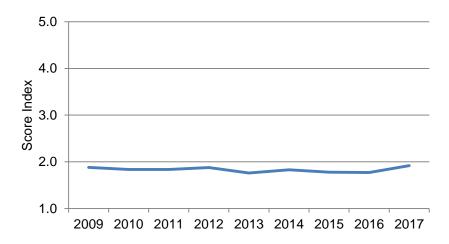
Comments about School and Behaviour at Oxgangs	Number
Classes too large/ Too many Pupils/ Rooms too small	9
Insufficient seating at lunchtime / Need more time at lunch	8
Need more good quality trips / activities	5
Lucky to have good outdoor area/ could make better use of outdoor area	2
Toilet facilities inadequate	2
Toilets not kept clean	1
Good range of activities	1
Need more to play with in Playground	1
Too much time for non-core activities, e.g. Friday Fun Time	1
Disappointed children aren't allowed to have events with traditional themes because of religious opposition, e.g., Halloween	1
Main Hall needs a stage for performing at Assembly	1
Need additional/ better bike storage – there are large numbers of bikes/ scooters and racks aren't best suited to larger bikes	1
PTA supports schools activities very well, but parents don't support PTA	

9. The Parent Council represents the views of parents/ carers well:	Number	%
Strongly Agree	18	16%
Agree	85	77%
Disagree	7	6%
Strongly Disagree	1	1%
Total	111	
Score Index	1.92	

Response Data



Bar Chart of Response Data



Score Index Trend

6 Views on Parent Council and PTA

Questions 9,10 and 11 seek to establish attitudes to the volunteered work of the Parent Council and PTA at Oxgangs.

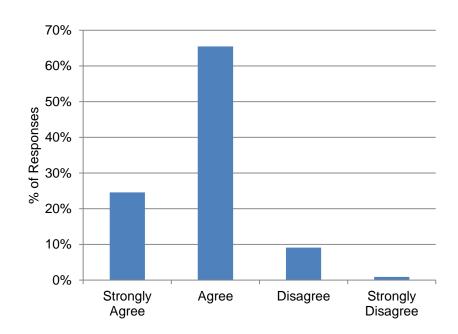
6.1 The Parent Council represents the views of parents well

The table and bar chart opposite represent the same responses for the question, 'The Parent Council represents the views of parents well". Of the 111 responses, 103 (93%) "Agree" or "Strongly Agree" and 8 (7%) "Disagree" or "Strongly Disagree".

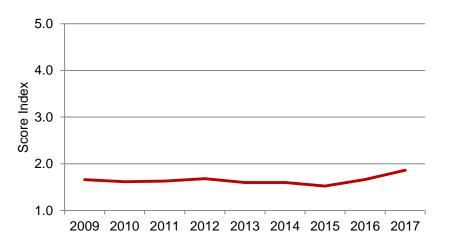
The Score Index this year shows a slightly greater propensity for an "Agree" rather than a "Strongly Agree" answer.

10. I know what is happening in the school and know where to get information about activities and events:	Number	%
Strongly Agree	27	25%
Agree	72	65%
Disagree	10	9%
Strongly Disagree	1	1%
Total	110	
Score Index	1.86	

Response Data



Bar Chart of Response Data



Score Index Trend

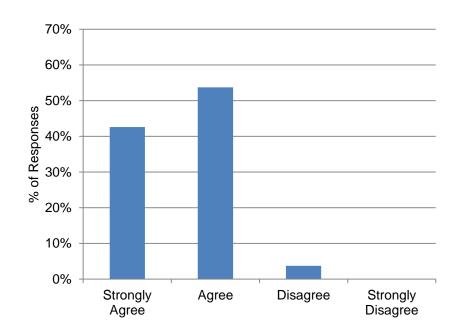
6.2 Parents know what is happening in the school and know where to get information about activites

The table and bar chart opposite represent the same responses for parent's views on how well informed they are with respect to PC / PTA activities. Of the 110 responses, 99 (90%) "Agree" or "Strongly Agree" and 11 (10%) "Disagree" or "Strongly Disagree".

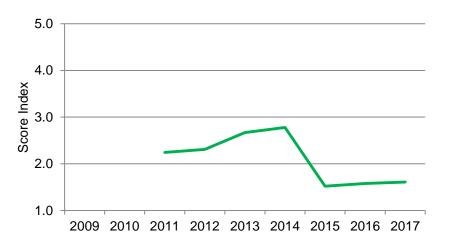
The Score Index this year shows a similar move from "Strongly Agree" to "Agree" as last year, though the overall level of agreement remains very high.

11. The events run or supported financially by the PC/PTA are of benefit to the children attending the school:	Number	%
Strongly Agree	46	43%
Agree	58	54%
Disagree	4	4%
Strongly Disagree	0	0%
Total	108	
Score Index	1.61	

Response Data



Bar Chart of Response Data



Score Index Trend

6.3 The events run or supported by the PC / PTA are of benefit to the children attending Oxgangs

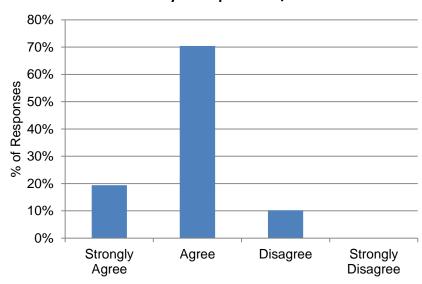
The table and bar chart opposite represent the same responses to the questions that 'The events run and supported by both the PTA and Parent Council are of benefit to the children attending the school". Of the 108 responses, 104 (97%) "Agree" or "Strongly Agree" and 4 (4%) "Disagree" only.

The Score Index this year shows a slight move away from "Strongly Agree" towards "Agree".

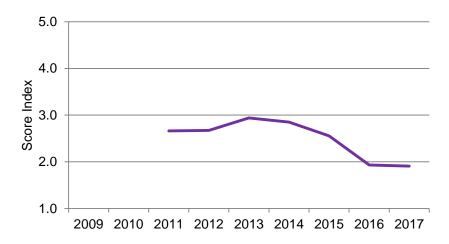
12. Can you help with PC / PTA activities	Number	%
Strongly Agree	19	19%
Agree	69	70%
Disagree	10	10%
Strongly Disagree	0	0%
Total	98	
Score Index	1.91	

Response Data

12. Could you help with PC/PTA?



Bar Chart of Response Data



Score Index Trend

6.4 The events run or supported by the PC / PTA are of benefit to the children attending Oxgangs

The table and bar chart opposite represent the same responses to the question "Please indicate if you agree you could help in however little or large a way". Of the 98 responses, 88 (89%) "Agree" or "Strongly Agree" and 10 (10%) "Disagree" only.

The Score Index this year shows a slight move towards "Strongly Agree".

Oxgangs Parent Council

The table below summarises the types of comments received from parents regarding the activities of the Oxgangs Parent Council and PTA.

Comments about Parent Council / PTA activities	Number
Parent would like to help but has work / other commitments	6
Parent happy to help	5
Parent thinks PTA needs more help – 1% of parents support fundraising for 100% children / No support, no funds.	4
PC / PTA work hard to ensure best for all children / Thanks	4
Could communicate better	4
Too much emphasis on "Private School" type activities	1
Too much emphasis on supporting those on supported incomes	1
Need a fresh approach to fundraising	1
Parent not aware what PC / PTA does	1
Parent heard from friend that PC is "too set in it's ways"	1

Notes: Some comments are not reported because they incorrectly associate PC/PTA activity, namely:

- Neither the PC, nor the PTA, run or support chanter lessons.
- ParentMail is issued by the School, not the PC or the PTA.
- The School website is separate from the Parent Council website and PTA Facebook page:

School: https://oxgangsprimaryschool.wordpress.com/
PC: http://www.oxgangsparent.org/index.html

PTA: https://www.facebook.com/groups/oxgangsprimarypta/

The table below summarises the types of additional comments about the school or the experience of the child at Oxgangs.

Additional comments about the school and/ or childs education at Oxgangs	Number
Child / Parent happy at / with school	3
School needs to be tougher on bullying / problem children	3
Issue with school meal	3
Classes / school too full / Too many out of catchment children	2
Need to stretch more capable children	2
Need to review behaviour policy	1
Need permanently located moveable 7-a-side goals on Astroturf	1
Too much homework	1
School in decline	1
Need more regular updates and guidance how to help child at home	1
Praise for the After School Club	1
Need to support kids who neither disrupt learning nor who are more than capable, i.e., kids in the middle.	1
Disappointment at inspection report	1
More settled year	1
Concern for financial burden imposed on less wealthy families	1
School maintained at too high a temperature	1
Suggestion for a friendship bench	1
Survey needs to be more anonymous to attract more responses.	1

7 Summary

7.1 Basis

The Parent Council of Oxgangs Primary School conducts an annual survey of parents and carers attitudes towards the school and the educational experiences of the child. The survey provides the School and Parent Council with a means of identifying any significant issues with a view to addressing them and improving the experience of children at Oxgangs. The survey takes the form of a self-completion questionnaire.

This year's survey was open in the last two weeks of March 2017. Any parent or carer with a child in either the nursery or the main school could respond. In total 113 questionnaires were returned, representing 160 children in the school and nursery. This represents xx% of the school's combined nursery and school roll and is considered high for this type of survey.

7.2 Principal Findings of Survey

The principal findings of the survey are as follows:

- 71 % of respondents think the standard of learning is at least "High".
- 93% of respondents at least "Agree" that their children receive work appropriate to their ability
- 92% of respondents at least "Agree" they receive good information on the progress of their child.
- 93% of respondents at least "Agree" their child is happy at school.
- 73% of respondents at least "Agree" that behavioural issues are dealt with appropriately by the school.
- 65% of respondents think the standard of management and leadership is at least "High"
- 93% of respondents at least "Agree" that the school building and facilities provide a good environment for learning.
- 86% of respondents at least "Agree" that a good range of trips and activities is provided by the school.
- 93% of respondents at least "Agree" that the Parent Council represents the view of parents well.
- 90% of respondents at least "Agree" that they get information about activities and events.
- 97% of respondents at least "Agree" that the events run or supported by the PC/PTA are of benefit to the children attending school.
- 89% of respondents at least "Agree" that they could or are help with the PC / PTA.

There was a wide range of comments made under each area, the most common issues being:

- 1. Nine parents were dissatisfied with how the school dealt with bullying and behavioural issues.
- 2. Nine parents perceived the school, and therefore classes, to be overcrowded.

- 3. Eight parents felt that children had insufficient time to have their lunch.
- 4. Eight parents felt that the school was not stretching their child academically.
- **5.** As for the Parent Council, the comments suggested a barrier existed to becoming involved with PC / PTA activities, and that the PC / PTA could communicate better.

8 What happens next?

Each survey raises a number of important issues relating to different aspects of the life of the school. Each year the school, PC and PTA identify the key issues that the survey raises, tries to verify that they are real issues and not perceptions or opinions, and then seeks ways to address each. Sometimes, there are issues the school has little control over, such as the pressure on the school roll, and the PC raises such issues with Edinburgh City Council through the South West Locality meeting and ultimately the Council Consulting with Parents committee.

9 Acknowledgements

The Parent Council would like to thank all those who took the time to respond to the survey. The survey is one of the main ways in which the Parent Council can establish the views of all parents: the more parents respond, the more reliably we can identify and address the issues that affect the educational experience and outcomes of all children attending the school - which is, hopefully, what we care about, parents and teachers alike. All comments, be they positive or negative, are appreciated, and are taken seriously.

If any parent or carer has any issue they wish to bring to the Parent Council, please don't hesitate – the Parent Council exists to represent the views of all parents.

Appendix A Questionnaire

Oxgangs Primary School Parent Council Survey of Parents/Carers March 2017



As part of our annual survey of parents and carers we would be grateful if you could spend a few moments answering the following questions. Your responses and comments will be made unattributable and will be gathered into this year's school survey report, available to all parents/ carers and school staff. It would be very helpful if you could please put your name and the name and class of your child(ren). The report **will not** contain **any** personal information, however, this information helps highlight any issues common to particular groups or individuals. All personal information will be treated as strictly confidential, will not be used beyond the scope of this survey, and will be destroyed after 2 years. If you prefer to comment anonymously, it would be helpful if you could still indicate your child(ren)'s class. Thank you. *Crerar Christie, Chair of Oxgangs Parent Council*

Parent's Name:			Class(es) of ch	nildren:
Education at Oxgangs Prima	ary School			
1. I think the standard of lea	rning and teach	ing at Oxgangs	s is:	
Very High	High	Average	Low	Very Low
2. The work my child receive	es is suitable fo	r his/her level o	of ability:	
Strongly Agree	Agree	Disgaree		Strongly Disagree
3. I get good information ab	out how my chil	d is progressir	ng.	
Strongly Agree	Agree	Disgaree]	Strongly Disagree
Further comments you wish	to make:			
Attitudes to school and beha	aviour			
4. My child is happy at scho	ol:			
Strongly Agree	Agree	Disgaree]	Strongly Disagree

5. Behavioural issues are dealt with appropriately at school:				
Strongly Agree Disgaree	Strongly Disagree			
Further comments you wish to make:				
School Management and Leadership				
6. I consider that the standard of leadership and management per team of the school (head teacher, depute head, principal teach				
Very High High Average L	ow Very Low			
Further comments you wish to make:				
School resources and facilities	SCHOO!			
7. I consider the school buildings and facilities provide a good environment for learning:				
	Strongly			
Strongly Agree Disgaree	Disagree			
8. I consider that a good range of trips and other activities are provided in the school:				
Strongly Agree Agree Disgaree	Strongly Disagree			
J. J				
Further comments you wish to make:				

Parent Council & PTA Committee/Communication

9. The Parent Council represents the views of parents/carers well:

Strongly Agree	Agree	Disgaree	Strongly Disagree
10. I know what is happening activities and events:	g in the school a	and know where to	get information about
Strongly Agree	Agree	Disgaree	Strongly Disagree
11. The events run or support attending the school:	rted financially l	by the PC/PTA are	of benefit to the children
Strongly Agree	Agree	Disgaree	Strongly Disagree
12. I would like to become in	volved with the	Parent Council an	d/or the PTA Committee:
Strongly Agree If you would like to be involv	Agree	Disgaree	Strongly Disagree
Further comments you wish			ils in the following box
Any additional comments yo education at Oxgangs	u wish to make	about any aspect	of the school or your child's
Please return to the school be leave in the Parent Co.	y Friday 31st Ma uncil suggestions ninutes of the Pa	s envelope at the ma	eting the form. ild's teacher, the school office or ain entrance to the school. ags by e-mail (and don't already)