



Parents Meeting Minutes

Date: 3rd February 2014
 Location: Sure Starts Children's Centre
 Time: 6pm – 7.30pm
 Attendees: 19 parents representing 17 children
 Liz Mleli – Managing Director
 Lizzie Johnson – EYFS Specialist
 Noela Oyugah – Centre Manager
 Georgie Nettleton – Operations Manager
 Sid Mofya – Board of Trustees Member

The meeting started promptly at 6:00pm as scheduled. The main agenda covered topics around the general progress of the school and a School fee increase as of Term 4 (March 2014). The meeting was chaired by Georgie Nettleton - Operations Manager.
 The meeting minutes were taken by Noela Oyugah.

Agenda Item	Description
Welcome	Welcome by Liz Mleli
EYFS	<p>At Sure Starts we have adopted the UK's Early Years Foundation Stage (EYFS) Curriculum. This curriculum recognizes that all children are different and allows broad developmental phases which reflect the fact that each child's progress is individual to them and different children develop at different paces.</p> <p>If you have any queries with regards to our curriculum or would like to set up a time to meet with your child's key worker, please speak to Noela in the office.</p>
Communication and Transparency	<p>There have been major communication issues between the parents and the school.</p> <ul style="list-style-type: none"> It is imperative that parents ensure they read and respond to emails (for those with email addresses) promptly where needs be and to always inform the office if their child(ren) is off sick, travelling or if there are any major changes at home which may affect a child's behavior at school Every Friday, a diary notebook is sent home with each child with comments from their key worker on the progress from the week before. Please may all parents make a habit of reading and commenting (or signing) on the diary on a weekly basis and to ensure the notebooks are returned promptly by the Tuesday morning of each week Parents Handbook – parents often ask about opening or closing dates, school rules, school menus, payment details, progress reports, health and safety etc which are all included in the Parents Handbook which is given to every parent on enrolment. Please can all parents ensure that they read the handbook and if there are any queries, revert to the administration office. A revised copy of the parent's handbook will be sent to all parents this week (and copies handed to those without email addresses) – more below



	<ul style="list-style-type: none"> • Parents were reminded of the importance of reading the monthly newsletter which is sent out at the end of each month. The newsletter not only contains information on lessons covered in the month before and what your children can expect to learn in the coming month but also contains information on important centre news and announcements • Parents were reminded to return their children's progress reports at the beginning of every term to ensure that a full report is collated at the end of each academic year, which is extremely important for those children moving onto Primary school <p>Parents Suggestions</p> <p>Since communication seems to be a major setback in the general development of the school due to various circumstances, parents suggested the following methods and it was agreed that all would be followed (SMS's will be sent for important reminders only).</p> <ul style="list-style-type: none"> • Emails and the monthly newsletter • Notes with reminders or announcements to be put in the weekly notebooks. (The teachers will remind the person picking the child(ren) up that there is a note for the parent to read) • SMS Message: Use text message to remind the parents of an upcoming event or issue (where applicable) • To have a log in book during meetings and events to allow parents to fill in current phone numbers and email addresses. However parents were reminded to always inform the school if there is a change in any contact detail
<p>Parents Handbook – Revised Copy</p>	<p>A revised copy of the Parents Handbook will be sent out this week. It is imperative that every parent / guardian reads this properly and if there are any queries please contact Noela or Georgie in the office.</p> <p>A few highlighted points from the Handbook:</p> <ul style="list-style-type: none"> ▪ Please do not bring your child to school if they are sick (guidelines are in the handbook) and if your child is off sick, travelling or not coming to school on a specific day please let Noela know ▪ Parents were asked to respect the school gate opening and closing times (for security reasons to and to avoid disrupting classtime and the children whom have arrived on time). Parents were requested to respect the gate opening and closing times (7.30am – 8.30am and 12 noon – 4.30pm). As of Term 4 (24th March) please do not bring your child(ren) to school before 7:30 am or after 09:30. If for whatever reason, you are running late, please advise Noela via text ▪ Please ensure your children are wearing suitable clothing for school ▪ Please do not bring toys and food from home ▪ Please read the 'diary' notebooks every Friday when they are placed in your child's bag and return them to school every Monday. This is also a form of communication whereby parents can ask questions or add comments ▪ A progress report is collated at the end of each term for your child -



	Please return all progress reports at the beginning of each term
Special Needs Education	<ul style="list-style-type: none"> Parents were informed that the Centre will no longer be providing a special needs programme. Al Muntazir in Upanga was recommended as an alternative and one of the best institutions in as far as special needs is concerned However the parents were informed that the Centre will continue to provide a plan and support for children in need of a one on one care. They were also reminded that the Centre shall continue to provide speech therapy twice a week when it is needed (with an assessment and permission from the parent)
Extra Activities and Holiday Club	<ul style="list-style-type: none"> Parents were reminded that the Centre provides Extra Activities every afternoon (Monday – Friday which are currently World Music, Stitch & Sew, In the Garden and Upcycling, Cookery and Arts & Crafts.) and hence should feel free to enroll their children or recommend the activities to family and friends. Parents were also reminded to check their calendar on when the Holiday clubs were running to enroll their children during the holidays If parents are able to, it may be a benefit to also join our facebook page - SURE STARTS CHILDREN CENTRE TANZANIA – for updates and news
Transport Options	<ul style="list-style-type: none"> Parents were advised that we are no longer using City Cab as a transport provider and are now using our own Sure Starts transport both to and from school at specified times, at a reduced rate. A member of staff from the centre will be with the children at all times. Please contact Noela for more information
School fee payment and clarification of the breakdown of the academic year	<ul style="list-style-type: none"> A copy of the academic calendar is in the parents handbook but if you need a copy sent at any time, please let us know as this details term start and end dates, holiday club and when the centre is closed It is imperative that school fees are paid on time Fees are required one term in advance, payable by the due date stated on the invoice which will be emailed to you. A penalty of an additional 10% will be incurred on late payments and we reserve the right not to accept any child whose fees have not been paid Please read the payment terms on the invoice especially methods of payment. Payments are to be made directly into the bank account, as we will no longer be accepting cash payments in the office, with all POPs being sent / given to the office. If payment is being made via cheque, the cheque must be deposited into our account 2 weeks before the payment deadline
School fee increase in March 2014	<ul style="list-style-type: none"> After many discussions and taking into account inflation over the last year (an example being Tanesco increasing Luku costs by 80%), we will be increasing our school fees as of Term 4 (24th March) The revised school fees will be sent out this week and please also note the change in school times, especially for Preschool - As of the 25th March Fees and times can be tailor-made to suit specific needs. Please enquire at the office



	<p>Preschool 8am – 2pm - \$1,200 per term (was \$1080) Daycare 8am – 12 noon - \$800 per term Daycare 8am – 4pm - \$1,700 per term (was \$1560) Lunch - \$20 per week</p> <ul style="list-style-type: none"> • Some of the parents thought that the increase wasn't necessary and stated that it was too short notice. The parents were reminded that several emails were sent in November and December 2013, notices in the November and December Newsletters. • Parents enquired as to whether they could enroll their child for less than 5 days a week. The parents were informed that a child must be enrolled for a minimum of 3 days a week in Daycare but it is recommended for a Preschool child to attend 5 days a week to ensure they do not miss an essential part of their learnings in readiness to join Primary school (Daycare 0 – 4 years and Preschool 4 – 6 years). Please enquire at the office for a pro rata school fee rate.
Additional points from parents	<ul style="list-style-type: none"> • Suggestion of an Open Day (school fayre) whereby we will invite a variety of Primary schools to present themselves as options post to Preschool, and what would be required for enrolment and admission. The centre will look into this and confirm a date as soon as possible • We should recognize our unique selling points as a Daycare and Preschool and use them to sell the school and explain our increase in school fees. Some of these included the Christmas and Easter plays, security, First Aid trained staff, Highly qualified and trained teachers, a positive change in the children within a short period of time at the centre • Suggestion of having a parents / management meeting once a term
Sid Mofya – SSCC Trustee	<ul style="list-style-type: none"> • The meeting was closed by Sid Mofya, one of our trustees, with some honest insight and words of wisdom in terms of our children and communication. We must remember that what is important to children is that we are always there for them, appreciate and acknowledge the good things they do, support them at any given moment and remember the non material aspects and the most important to our children