

# **POLICY ON PARENT/TEACHER MEETINGS**

## **AIMS:**

- To offer parents the opportunity to attend meetings with the teachers of their child
- To provide each teacher with the opportunity to discuss each students progress with parents/guardians.
- Parents may also avail of this time to meet with Principal/Deputy Principals.

## **FORMATION OF POLICY:**

**Principal/Deputy Principals, Board of Management in accordance with Departmental guidelines.**

## **IMPLEMENTATION OF POLICY:**

- A Calendar of meeting times is distributed to each parent at the beginning of each year
- Staff are provided with a similar calendar
- Exam classes are designated two dates for such meetings.
- 3<sup>rd</sup>, 5<sup>th</sup> and 6<sup>th</sup> year pupils are invited to attend with parents/guardians
- Remaining classes are assigned one date for such meeting
- Prior to meetings, Principal will advise staff to be positive in response to parents. Guidelines are contained in Teacher Manual
- Parent will receive their child's school Journal on arrival to meeting. (Ref: School Journal).
- Teachers will have with them their Teacher's Manual with a record of behaviour, attendance and examination/class tests.
- New staff are advised regarding procedures prior to first Parent/Teacher Meeting

## **MONITORING:**

- Teachers will keep a record of attendance of parents.
- Each teacher is advised to keep a record of such meetings.

## **SUCCESS CRITERIA:**

- Attendance at meetings can be used to determine success
- Response/reaction of parents to teachers/ Principal/Deputy Principals

## **REVIEW:**

Each year a review takes place to prepare for next academic year to ensure improvements and development within the area.