

Ratified November 2020



POLICY ON PARENT TEACHER MEETINGS

This policy is rooted in the Mission Statement and aims of the school, fostering partnership between parents, teachers and the community in the interest of children's learning. All members of the school community will be treated with respect and compassion irrespective of social, racial, sexual or ethnic background.

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 student's progress with parents/guardians.
- Parents may also avail of this time to meet with Principal/Deputy Principals.
- 3rd, 5th & 6th students are encouraged to attend with their parents/guardians
- To discuss subject-level for State Examinations

FORMULATION:

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

IMPLEMENTATION OF POLICY:

- A Calendar of meeting times is posted to the address given at enrolment at the beginning of each year
- Staff are provided with a similar calendar
- Exam classes are designated two dates for such meetings
- Remaining classes are assigned one date for such meeting
- Prior to meetings, Principal will advise staff to be positive in response to parents.
- Teachers will familiarise themselves with pertinent information pertaining to students with Special Educational Needs through confidential access to SEN register – as relevant for their classes. Such information will be examined/used with due cognisance of GDPR guidelines.
- Teachers will have with them their Teacher's Yearbook with a record of behaviour, attendance and examination/class tests.
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MONITORING:

- A record of attendance of parents is made
- Each teacher is advised to keep a record of such meetings.

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Teacher absence from a parent-teacher meeting:

- Parents/guardians wishing to contact a teacher absent on parent-teacher evening, may leave details of such.
- Teachers will aim to make contact with parents/guardians at soonest opportunity.
- In the event that a substitute teacher has taken responsibility for a class just prior to the parent-teacher meeting, all efforts will be made for the substitute teacher to have all relevant information to discuss progress of student.

Student teachers:

- If it be the case that a student-teacher is engaging in a parent-teacher evening, then the subject/co-operating teacher should accompany the student-teacher.

SUCCESS CRITERIA:

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

REVIEW:

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

Reviewed and ratified by the BOM:

Date: _____

Chairperson of the BOM: _____