



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.
- 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.
- 6th years are designated two PTM,
- 1/2/3/5 are designated one
- TY parents may make contact during the year with their yearhead directly
- 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 and the Anchor information posted on ONE DRIVE – 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/laptop or pro with a record of behaviour, attendance and examination/class tests.
- Teachers will be placed throughout the new building- parents will receive details of the location of each teacher prior to the meeting
- Prefects will be available on PTM evenings to assist with parents

MONITORING:

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



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 contact parents/guardians at the earliest 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, together with response/reaction of parents to teachers.

REVIEW:

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

Reviewed and ratified by the BOM:

Date: _____

Chairperson of the BOM: _____