

Parent Teacher Meetings Policy and Procedures

Aim of the meetings:

Parent Teacher Meetings are organised by the school to give parents the opportunity to meet all the teachers and school personnel who work with their child on a day to day basis.

Purpose of the meetings:

- Teachers will give factual information to parents based on their records to date.
- Parents hear how their child is doing (progressing) in all subjects. This includes areas of success and areas that need improving.
- Parents learn how they can best support their child's education at home.
- Parents share their expectations for their child with teachers.
- Relevant personal information can be shared by parents to enable teachers better understand and support the student in school.

Expected Outcomes:

- Parents have factual information to discuss with their child in order to help him/her do better in school.
- Students get more support from teachers and parents as a result of information sharing at the meeting.
- Other supports (if required) are put in place for the students.
- Students work will improve.
- Students reach their academic potential and get maximum benefit from their time in school.
- Parents and teachers support each others work for the benefit of the students.

About Parent Teacher Meetings

- The date of the Parent Teacher Meetings will be set and included in student journals at the beginning at the academic school year.
- Parent Teacher Meetings will be planned and organised to ensure that they are a positive experience for all concerned.
- Each year group will have a separate parent teacher meeting (if possible).
- The day of the Parent Teacher Meeting will vary.
- Parent Teacher Meetings take place outside of school time.
- They can take place from 8-9 am and also from 1:50 – 4:30
- Parent Teacher Meetings take place in their child's classroom
- If a parent or teacher requests the presence of the school principal, the meeting will then take place in the staff room.

- Teachers have the option to meet with the parent alone or with the parent and student.
- School management, and Parent Teacher Meeting Co-ordinator will be present to greet parents and to ensure the smooth running of the meeting.
- Meeting time with teachers should be kept to a minimum 5-10 minutes.

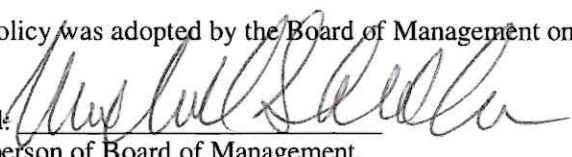
In advance of the meeting:

- Parents will be notified of the Parent Teacher Meeting one week in advance of the pre-arranged meeting.
- Parents will be asked to indicate their presence at the meeting by returning the signed slip at the end of the letter to their child's Class Teacher.
- All teachers will promote excellent attendance of their students at the meetings.
- A text message will be sent as a reminder to all homes, the day before the P/T Meeting.
- Parents are encouraged to contact the school if unable to attend for genuine reasons or if unforeseeable circumstances arise on the day of the meeting.
- Families may be contacted directly to encourage and support them to attend.
- Light refreshments will be available to all during the meeting.

After the meeting:

- Attendance at the PT Meetings will be recorded and displayed to all staff and the overall attendance will be included in our School Self Evaluation Plan. Management and Class Teachers will get a copy of the attendance records. This will be completed by the Parent Teacher Meeting Co-ordinator.
- Parents who are unable to attend the PT meeting or to visit the school soon after the meeting will be invited (by letter, phone call or home visit) to attend the next arranged meeting.
- Records of attendance will be kept and will be used to target these families for future meetings.
- Annual targets for attendance will be set and monitored.

This policy was adopted by the Board of Management on _____.

Signed: 
Chairperson of Board of Management

Signed: _____
Principal

Date: _____

Date: _____

Date of next review: _____