

Parent Teacher Meetings Policy and Procedures 2011-2012

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.
- Parent Teacher Meetings take place between 4.15 – 6.45pm.
- Parents are advised to be on the school premises not later than 5.30pm to ensure they have enough time to meet all their child's teachers.
- Parent Teacher Meetings take place in the school hall and on the lower corridor (Room 2- Room 9) to enable easy access for parents.

- The venue for the PT Meeting will be set out in advance of the meeting with the help of the Students Council.
- A register of attendance will be taken as parents arrive and contact details (address and phone numbers) will be confirmed.
- Student may attend the meeting with their parents/guardians.
- Students who attend must be in full uniform.
- Teachers have the option to meet with the parent alone or with the parent and student.
- Prefects will be available on the day to help ensure the smooth running of the meeting and to assist parents at the meeting.
- School management, Home School Community Liaison Co-ordinator 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 or Year Head.
- 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. (By PT co-ordinator, Home School Community Liaison or other staff working with these families).
- 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 DEIS Plan. Management, Year Head and Class Teachers will get a copy of the attendance records. This will be completed by the Parent Teacher Meeting Co-ordinator.
- If a student is not represented at a meeting the Year Head and Class Teacher will arrange a meeting for parent(s) to give them an overall report on how the student is doing. This information will be gathered from all teachers teaching the student.
- 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.

As part of our DEIS Plan we are aiming to increase our attendance at Parent Teacher Meetings to a consistent 75% over the next two years.

Guidelines for teachers for Parent Teacher Meetings are set out in the Teachers Handbook.

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

Signed: _____
Chairperson of Board of Management

Signed: _____
Principal

Date: _____

Date: _____

Date of next review: _____