



**OUR LADY OF MERCY SECONDARY SCHOOL**

**Parent Teacher Meetings – Policy and Procedures**

**2023-2024**

# OUR LADY OF MERCY SECONDARY SCHOOL PARENT TEACHER MEETINGS POLICY & PROCEDURES

## *Aim of the meetings:*

Parent Teacher Meetings (PTMs) 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 to achieve in school.
- Students get more support from teachers and parents as a result of information sharing at the meeting.
- Other supports (if required) may be 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 other's work for the benefit of the students.

## *About Parent Teacher Meetings*

- The date of the PTMs will be set and included in student journals at the beginning of the academic school year.
- PTMs are planned and organised to ensure that they are a positive experience for all concerned.
- Each year group will have a separate PTM (if possible).
- The days of the PTMs will vary.
- PTMs take place outside of school time.
- PTMs take place between 4.15 – 6.45pm.
- School will finish at 3:15pm on day of PTMs.
- All teachers involved with a particular year group are obliged to attend (timetabled subject or resource teachers, Class Teachers, Year Head)
- There are two main PTM formats:

### **1. In person Parent Teacher Meetings:**

- PTMs 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 PTM will be set out in advance of the meeting by the relevant year head with the help of student leadership groups.
- A register of attendance will be taken as parents arrive and contact details (address and phone numbers) will be confirmed.

- Student leadership groups will be present during the meeting to help ensure the smooth running of the meeting and to assist parents.
- The relevant Year Head and Home School Community Liaison Coordinator will be present to greet parents and to ensure the smooth running of the meeting.
- Student should attend the meeting with their parents/guardians.
- Students who attend must be in full uniform.
- 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.
- Teachers have the option to meet with the parent alone or with the parent and student.
- Meeting time with teachers should be kept to a minimum 5-10 minutes.

## **2. Virtual Parent Teacher Meetings:**

- Take place in the event of school closure.
- Take place using the Microsoft Teams online platform.
- Year heads share the excel file with all timetabled teachers and class teachers in their year group.
- Teachers assign meeting times for students using the shared excel file. This is then uploaded to the shared staff folder on OneDrive.
- Where a teacher doesn't have enough slots to assign a meeting to parents, they must send a text from the school phone to inform parents that if they wish to speak to them specifically, to contact the school.
- Extended Pastoral Care (8:40am-10am) takes place on the morning of the virtual PTM morning so that an update of information can be given to students. Students will be informed of which teachers are absent so that their parents are informed about the changes to the schedule. Parents will also receive a text message with updated information.
- Class Teachers will inform students of their time slots on morning of PTM and seek updates from students about parental attendance. Students can attend the meeting too. These names will be given to the relevant year head so that he/she can update the file and reshare it with teachers.
- Teachers must keep a record of attendance and complete the record of attendance survey when the meeting is finished so the school can calculate a % of attendance from parents.

### ***In advance of the meeting:***

- Relevant year head will notify parents of the meeting one week in advance.
- All teachers will promote excellent attendance of their students at the meetings in the week prior to the PTM.
- Relevant year head will text a reminder to all homes, the day before the PTM.
- 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 parents to attend. (Year Head, Class Teachers, Home School Community Liaison, or other staff).

### ***After the meeting:***

- Attendance at the PTMs will be recorded, and the overall attendance will be included in the DEIS Plan.
- Year Head and Class Teachers should keep a copy of the attendance records. These will be completed by the relevant Year Head.

- If a student is not represented at a meeting the Year Head 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 PTM may request to attend a subsequent PTM for a different year group.
- Records of attendance will be kept and will be used to target non attending parents for future meetings.
- Annual targets for attendance will be set and monitored as part of the DEIS planning process.

This policy and procedure were adopted by the Board of Management on 3<sup>rd</sup> October 2023.

Signed:



Chairperson of Board of Management

Date: 3<sup>rd</sup> October 2023

Signed:



Principal/Secretary to the Board of Management

Date: 3<sup>rd</sup> October 2023

**Date of next review:** October 2024