

## **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.

### **FORMATION OF POLICY:**

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

### **IMPLEMENTATION OF POLICY:**

- A Calendar of meeting times is distributed to each parent 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.
- Parent will receive their child's school Journal on arrival to meeting. (Ref: School Journal).
- Teachers will have with them their Teacher's Yearbook with a record of behaviour, attendance and examination/class tests.

### **MONITORING:**

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

### **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.

