

Parent/Teacher Meetings

Introductory statement

This policy was developed by the staff of Kilchreest National School in consultation with the Board of Management and the parents' council. Its purpose is to provide information and guidelines to parents and teachers on parent/teacher meetings and parent/teacher communication in Kilchreest National School. The family and home are central to the development of the child and the nurturing of Christian values. The school and the family strive to be mutually supportive and respectful of each other so that the child's education can be effective.

Parents are encouraged to:

- Develop close links with the school
- Collaborate with the school in developing the full potential of their children
- Share the responsibility of seeing that the school remains true to its ethos values and distinctive character
- Become actively involved in the school/parent association
- Participate in policy and decision-making processes affecting them

Structures in place to facilitate open communication & consultation with Parents

- Meeting for parents of new Junior Infants –May/June
- Formal Parent/teacher meetings in November each year
- Parents receive school report of each pupil at the end of each school year
- Meetings with parents whose children have special needs
- Consultation throughout the year if necessary
- Written communication
- Regular newsletters keep parents up-to-date with school events, holidays and school concerns
- Homework diary Infants – 6th class, can be used to relay messages which are signed between parents and teachers
- Parents are invited to family services and school events

It is vital that the school is immediately informed if family events/situations occur that cause anxiety to your child and therefore may adversely affect

his/her education In all matters pertaining to the wellbeing and education of pupils, only the parents/legal guardians named on the enrolment form will be consulted by the teachers.

Parent/teacher meetings

The aim of Parent/Teacher meetings is:

- To let parents know how their children are progressing in school
- To inform teachers on how children are coping outside school
- To establish an ongoing relationship and communication with parents
- To help teachers/parents get to know the children better as individuals
- To help children realise that home and school are working together

Informal Parent/Teacher Meetings

1. Communication between parents and teachers is to be encouraged
2. Parents are welcome to speak to the Principal or teacher(s) at an appointed time
3. Meetings with the class teacher at the class door to discuss a child's concern/progress is discouraged on a number of grounds

- A teacher cannot adequately supervise his/her class while at the same time speaking to a parent.
- It is difficult to be discrete when so many children are standing close by.
- It can be embarrassing for a child when his/her parent is talking to the teacher at a classroom door.

Occasions occur where a parent needs to speak to a teacher urgently. Sometimes these meetings need to take place without prior notice. When this occurs every effort will be made to facilitate such meetings.

Parents are strongly discouraged from taking pupils home early following activities such as sporting events etc.

Formal Meetings

Formal timetabled parent/teacher meetings take place in November each year. Parents are given adequate notice regarding the timing of such meetings. These meetings generally take place in private, in the child's classroom. Particular care is taken to ensure that parent/teacher consultations do not take place within the hearing of other pupils and/or parents.

If parents/guardians have difficulty with the allocated time alternative arrangements can be made between parents and teacher.

At the meeting issues to be dealt with should include attendance, behaviour, progress, social development, daily preparation for school (uniform, books etc.), homework, attitude towards learning, any concerns or successes and suggestions regarding how parents can help.

Standardised tests results are discussed. Parents are given an opportunity to ask questions.

Class teachers use the same record template for making notes regarding each child and for keeping record of any information provided by the parents/guardians during the meeting. (See Appendix 1 for template)

All communication sent from the school will be sent to the child's home address as given on the enrolment form, unless otherwise requested by parents

In the case of separated parents, requests can be made by both parents to meet their child's teacher(s) individually for parent/teacher meetings.

Success Criteria

- Swift and efficient resolution of grievances
- Parent/Teacher satisfaction
- Positive school community feedback
- Reviews of school policies as issues arise

Implementation

The procedures outlined in this policy will be implemented from September 2015

Review

These procedures will be evaluated at the end of the first year of implementation and reviewed regularly thereafter.

Any amendments necessary as a result of such reviews will be undertaken.

Ratification and Communication

This policy was approved by the Board of Management of Kilchreest NS on _____.

Signed:

Principal _____

Chairperson _____