

Parent Teacher Meeting

Policy

**Aim of the meetings:**

Parent Teacher Meetings are organised by the school to give parents the opportunity to meet the teacher, classroom assistances 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.
	+ Pupils 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.
	+ Pupil’s work will improve.
	+ Pupils 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 pupils.

 **About Parent Teacher Meetings:**

* + The date of the Parent Teacher Meetings will be set and included in the School Newsletter and on the School website.
	+ 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.
	+ The day of the Parent Teacher Meeting will vary.
	+ Parent Teacher Meetings take place outside of class time.
	+ Parent Teacher Meetings take place by scheduled meeting.
	+ Parents are advised to be on the school premises 5 minutes before their meeting.
	+ Parent Teacher Meetings should take place in the Classroom of the child as parents may wish to see samples of work or displays of childrens’ work.
	+ Parents’ unable to attend the meeting on the scheduled date and time will make alternative times to meet the class teacher.
	+ Meeting time with teachers should be kept to a minimum 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.
	+ 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.

**After the meeting:**

* Attendance at the PT Meetings will be recorded
* Teachers will meet and discuss out comes of the P/T Meetings.

This policy was ratified by the B.O.G. on.

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Chairperson of Board of Governors.**