

THE BOARD OF MANAGEMENT
St. Attracta's Junior National School
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— *Tús Maith* —

PROCEDURES FOR PARENT / TEACHER MEETINGS

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RATIONALE

This policy document has been written to outline current practice in St Attracta's Junior School regarding the arrangements that exist for Reports to Parents and Parent-Teacher Meetings.

It has been written in consultation with the staff and Board of Management of the school.

The arrangements that exist for Parent-Teacher Meetings have been informed and determined by, the agreement reached with the Department of Education in relation to the Haddington Road & Croke Park Agreements.

FORMAL PARENT-TEACHER MEETINGS

Formal Parent-teacher meetings are organised once a year in St Attracta's Junior School. They are normally organised in toward the end of October/early November for Senior Infant, First and Second classes, and in early February for Junior Infant classes. Formal parent-teacher meetings afford the opportunity to both parents and teachers to discuss and consider a child's progress at school in a given year.

PARENT/TEACHER MEETINGS - ORGANISATION AND PROCEDURE

Parent-Teacher meetings are organised every year in the following way:

- Class teachers will give parents advance notice of the dates on which bookings for meetings will commence
- When bookings open, parents can book a time slot using the Aladdin App
- Only one meeting per child can held - separate meetings for parents/guardians cannot be accommodated
- In the case of children attending Special Education Teaching, the SET will liaise with class teachers to organise parent-teacher meeting in the most effective manner possible and at a time convenient to all parties.
- In order to avoid delays, parents are advised not to book 'back to back' meetings where they have more than one child in the school (leaving a gap of 15 to 20 minutes between meetings for siblings is advised).

INFORMAL PARENT-TEACHER MEETINGS

Informal parent-teacher meetings are a hallmark of St Attracta's Junior School. In our Mission statement we

“acknowledge that parents are the primary educators,
and we are inspired by a shared vision of excellence
and we espouse a partnership approach.”

The pupils in our school are very young and as a result we enjoy much contact with parents on a day-to-day basis, as children are brought to, and collected from school. We openly welcome and encourage parents to take an active interest in the education of their children at all times, and we always welcome parents into the school. We try to ensure

the best all round education for every child and this approach is strengthened by ongoing contact with parents.

Informal exchanges of information between parents and teachers are welcomed when the child is being delivered to, or collected in school. Meetings of this nature are generally considered to be an ideal and pro-active approach to addressing minor issues that may arise on a day-to-day basis as quickly as possible.

At every opportunity, parents are encouraged to make any concerns or worries they have, however minor, known to the class teacher. Also, parents are actively encouraged to share relevant information with us that may impact on a child's performance at school. Likewise, teachers make appointments to speak with parents if and when the need arises.

Where issues of a serious nature need to be discussed, parents/guardians are requested to make an appointment with the class teacher. The principal is also available to meet with parents at their request should the need arise. Likewise, the principal may request a meeting with parents to discuss areas of concern or worry or, to inform them on matters relevant to their child's social/educational progress.

SCHOOL REPORTS

A school report is issued electronically through Aladdin at the end of each school year.

- It is recorded on a standard report format used throughout the school for the relevant class level
- It is read and signed by the principal before they are sent to parents
- It generally reflects oral reports that have been discussed with parents at the formal parent-teacher meetings or other similar meeting.

Other considerations include:

- An electronic record of each child's report is kept for the purposes of school records
- A child who leaves the school during the school year will receive a school report from the class teacher if requested by the parent.

MONITOR AND REVIEW

These procedures will be revised as practice is reviewed and updated.

These procedures were ratified and adopted at a meeting of the BOM on 22nd February 2022.

Signed: Tommy Neary, Principal

Date: 22nd February 2022