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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 Junior 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 the second term of every academic year usually in the month of February.

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 teacher draws up a timetable of formal Parent-Teacher meetings for his/her class
- Parent-teacher meetings are, in so far as possible, organised at times convenient to both the class-teacher and parents
- Parents are allocated their formal parent-teacher time in writing by the class teacher
- Class teachers liaise closely to organise parent-teacher meetings for parents who may have more than one meeting to attend
- The learning support teacher and the resource teacher all liaise with class teachers to organise parent-teacher meeting in the most effective manner possible and at a time convenient to all parties.

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 meetings between parents and teachers are welcomed. Meetings of this nature are generally considered to be an ideal and pro-active approach to addressing 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.

The principal is 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 education.

WRITTEN REPORTS

A school report is sent home electronically not later than one week before the end of the school year.

- It is written by class teachers for each pupil in their class
- It is recorded on a *standard report format used throughout the school
- 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.
- Parents may discuss the report with the class teacher, by appointment before the end of the school year.
- A copy of each child's report is kept for the purposes of school records
- A child who leaves the school before the end of the school year will have a report written by the class teacher.

MONITOR AND REVIEW

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