

Parent/Teacher Meetings Policy

This policy was reviewed by all teaching staff in November 2012.

Formal Parent/Teacher meetings

Formal Parent/Teacher Meetings are held during the 1st term of the school year. They are held after school over two evenings in accordance with Department of Education and Science guidelines. Parents/Guardians are notified of dates and times well in advance and are given 10 minute slot per child to meet their child's/children's teachers including the Learning Support/Resource Teacher where appropriate.

As all teachers in the school, including the Principal, have full-time teaching responsibilities, all other incidental meetings between parents/guardians and teachers must be pre-planned.

The teacher reserves the right to request the presence of the Principal or another teacher during these meetings.

Teacher Requested Meetings

Teacher informs the Principal of his/her intention to request a meeting with parents/guardians of a specific pupil. Teacher makes contact with the parents/guardians outlining briefly the reason for requesting the meeting. This meeting should ideally take place between 9.00a.m. and 9.15 a.m. or 3.00 p.m. and 3.30 p.m. on school days.

Parent Requested Meeting

Parents/guardians **must** at all times make an appointment to meet a teacher.

The following steps should be followed if parents/guardians wish to request a meeting.

1. The parent/legal guardian makes contact with the teacher to request a meeting, outlining briefly the reason for doing so.
2. Teacher and Parents agree a mutually suitable time for the meeting on a school day between 9.00 a.m. – 9.15 a.m. and 3.00 p.m.-3.30 p.m.