

Parent – Teacher Meetings

Policies

Parent – Teacher Meetings

Annual Parent–Teacher meetings are held each year towards the end of November in accordance with Circular 14/04.

Parents / guardians are given a 10 minute appointment for each child a week in advance. A school family register which is updated each year allows for the efficient allocation of times to families with more than one child in the school.

Two afternoons are allocated for the purposes of the meetings, which start at 3.15 pm and continue at 10 minute intervals. School will close at 2.45 pm on these days.

Parent–Teacher meeting report sheets are used and are signed by both teacher and parents at the conclusion of each meeting.

Prior to the meetings, a handout is circulated to teachers outlining

- (a) the aims of the meetings
- (b) suggestions on how to conduct the meetings
- (c) suggestions with regard to preparing for the meetings.

Where necessary, teachers are available to meet parents by appointment during the school year.

Reviewed and ratified June 2014.