

St. Benedict's National School

Parent Teacher Meeting Policy



Introductory Statement:

The purpose of this statement is to provide information and guidelines to parents and teachers on Parent/Teacher Meetings in St Benedict's National School.

The Aims of Parent/Teacher Meetings:

- To let parents know how their children are doing in school.
- To inform teachers on how children are coping outside school.
- To establish an ongoing relationship and communication with parents.
- To help teachers/parents get to know the children better as individuals.
- To help children realise that home and school are working together.

Formal Parent/Teacher Meetings

- Each year there will be one formal parent-teacher meeting held in the 1st term of school (usually November). These meetings will run over two days and School will finish at 2:30 p.m. on both of those days. The meetings will take place in the child's classroom
- The meetings will be 10 minutes long and we ask that parents stick to the schedule. If additional time is required, the teacher will schedule a follow up call.
- The teacher may request that the principal or deputy principal sit in on the meeting if they wish to do so.
- If, due to unforeseen circumstances, the class teacher is unavailable to attend the meetings on the scheduled evenings, the meeting will be rescheduled to take place in the school at a later date.

Booking System

Time slots can be booked through our Aladdin system. These are released by our secretary in advance of the meetings. Priority is given to parents with siblings to allow them to book in close proximity.

Attendance

- Meetings are attended by the class teacher and the child's parents/guardians. The teacher may request that the principal or deputy principal sit in on the meeting if they wish to do so.
- Children do not attend these meetings unless prior agreement for them to do so is in place between the teacher and parent/guardian.
- If parents/guardians are separated, the school will offer separate meetings if requested, ensuring both parties receive equal information.

Remote or Alternative Meeting Formats

Where necessary (e.g. illness or exceptional circumstances), the school may offer:

- Phone meeting
- Video conference meeting

BOM Chairperson

School Principal