



Roscommon Town,
Co. Roscommon.
Tel: 090 66 26872
Fax: 090 66 26872
Email: info@comanswoodprimary.ie
www.comanswoodprimary.ie

PARENT/TEACHER MEETINGS

Introductory Statement:

The purpose of this statement is to provide information and guidelines to parents and teachers on Parent/Teacher Meetings in St. Comán's Wood, Roscommon.

This policy evolved after consultation with Class Teachers, Support Teachers, B.O.M. and parents.

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.

Informal Parent/Teacher Meetings

Communication between parents and teachers is to be encouraged.

Arranging parent/teacher meetings within the school day while children are in school is difficult. However, parents are welcome to speak to the principal at *any time*. In case of prior appointments it would be wise to ring in advance.

Informal communication takes place early in the morning between teachers and parents while children are changing their shoes and hanging up their coats. This informal chat is very important.

However, meetings with class teachers at class doors to discuss a child's concern/progress is discouraged on a number of grounds:

1. A teacher cannot adequately supervise her class while at the same time speaking to a parent.
2. It is difficult to be discreet when so many children are standing close by.
3. It can be embarrassing for a child when his/her parent is talking to the teacher at a classroom door.

Occasions occur where a parent needs to speak to a teacher urgently. Sometimes these meetings need to take place without prior notice. The principal will facilitate such meetings making every effort to ensure that the children in the class do not lose out on any of the teaching/learning time they are entitled to. When possible the principal will teach the class until the class teacher returns.

If parents wish to drop in lunch boxes, sports gear etc. this MUST be done through the secretary's office as it is important to keep class interruptions down to a minimum. If teachers meet a parent at doors or along corridors they direct him/her to the secretary's office. For the safety of the children, all adults must report to the office NOT to classrooms.

Formal Parent/Teacher Meetings

Formal timetabled Parent Teacher meetings take place in November.

It is agreed that a parent should be able to have a formal meeting with a teacher at a suitable and convenient time. If such a meeting cannot be facilitated at a formal parent-teacher meeting then the parent will be offered a suitable and convenient appointment for the same. At present in each school year there will be one formal parent-teacher meeting held in the 1st term of school (usually November). Meetings will normally commence at 3.15 p.m. and will end at 5.45 p.m. over two days;

unless otherwise agreed at local level. The school will close 15 minutes early at 2.45pm on the two days of the formal parent-teacher meeting.

Parents are expected to attend these meetings. Choosing not to do so, without explanation is being neglectful. If a parent does not attend this formal meeting a note is sent to the parents by the principal inviting parents in to school at another time.

Teacher/ Parent communication via notes

In 1st – 6th classes the children's journal is used for communicating messages between the teacher and parent regarding attendance, homework, absence etc.

For children in infants who do not have a school journal, if a child is absent, parents must write in a note to the teacher explaining why the child is/was absent. **Parents are asked not to report absences by phone to the school office.**

This statement will be reviewed when the circular from the DES is made available.

Ratified by the Board of Management of St. Comán's Wood Primary School on:

/ / /

Signed: