



Our Lady's High School
SCHOOL POLICY and ARRANGEMENTS
PARENTS' MEETINGS

Reference No. **A15**

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AIMS / RATIONALE

Parents meetings are an important element of the life and work of the school. These meetings provide one of the formal opportunities for direct communication between teachers and parents. The number of opportunities to hold meetings is limited and the meetings themselves are relatively short. The purpose of a school policy on parents meetings is therefore to help ensure that they are planned and organised to make the most effective use of the time available. This is crucial to the development of successful home – school partnerships.

MAIN ELEMENTS OF POLICY: ORGANISATION & IMPLEMENTATION

Parents meetings are part of the teachers' working week and as such are subject to school agreement as described in the school's working time arrangements and calendar of events.

Aspects subject to school agreement include:

The purpose of meetings:

The purpose of most meetings is to report on pupil progress. However, meetings may be agreed for other purposes such as primary - secondary liaison and to provide information to parents on aspects of the school curriculum and events such as options programmes etc. Meetings also offer an opportunity to sample parent views on other specific school-related issues.

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The number of meetings:

The current school agreement is for six parents meetings per year, five of these for reporting purposes and one for primary - secondary liaison purposes. Currently, four parent information meetings are also held in the course of the school year.

Year Groups:

Current arrangements provide for progress meetings for S1, S2, S3, S4 and S5-S6.

Timing and Duration of Meetings:

- School planning should focus on relating the timing of parents meetings, as far as possible, to the school's calendar of assessment and reporting events. Parents meetings provide an opportunity for parents and teachers to discuss pupil progress, with a recent progress report providing an appropriate starting point for the discussion.
- Meetings can be held during the school day, soon or immediately after the end of the pupil day or later in the evening. While the timing of meetings is a subject for school agreement, it is appropriate to consider also the views of parents.
- Meetings normally last for two hours, with five-minute appointment times. This has implications for how the running of meetings is planned and organised.

Staff Participation:

- Staff who have timetabled classes attend the main meetings of the school year. Principal Teachers who do not have timetabled classes are expected to attend to provide management support. The attendance of key school staff at information meetings is by agreement.

Planning and Organisation:

- The accommodation provided for meetings should allow for privacy and confidentiality. Such accommodation however should not be remote or isolated.
- The dates and times of meetings should be issued to all parents at the start of the school year. Reminders of the date and time of individual meetings should also be sent to parents. Arrangements for the evening should be clearly explained. The local press, church parishes etc can also be approached to publicise meetings.
- Every effort should be made to establish a positive ethos for the event. Parents should be greeted on arrival. Catering and crèche facilities should be provided if possible.
- Foyer and corridor displays should be up to date and feature work of the appropriate year group.
- A register should be kept of parents attending the meeting.

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- On arrival, parents should receive an information handbook for the meeting and there should be clear directions to the location of different subject departments. The names of staff using individual rooms should be indicated. Pupil guides can also provide assistance
- There should be a suitable interview appointment system. Both staff and parents should have a copy of interview appointments and be aware of how the system operates.
- There should be arrangements to deal with parent enquiries when members of staff are unable to attend a meeting.
- There should be arrangements for further communication if an interview might otherwise over-run or a parent has other issues that they wish to discuss.
- There should be support available to deal with any difficult or awkward situations that arise at parent - teacher interviews.
- Other relevant professionals should be invited, for example the school careers officer.
- There should be opportunities for both staff and parents to review the success of each parents meeting.

RESPONSIBILITIES

- The overall arrangements for meetings are formulated by the Staff Representative Group by agreement with school staff.
- A member of the Senior Management Team is responsible for the organisation of individual meetings.
- Departmental Leaders are responsible for the departmental organisation relating to individual meetings.
- All teachers have a responsibility to provide up to date and accurate information at parents meetings on their pupils progress

RESOURCES & STAFF DEVELOPMENT

- There are various references above to the accommodation and other resources needed to ensure that parents meetings run smoothly and efficiently.
- Staff training should be available, particularly for less experienced members of staff, on conducting parent interviews. This should include advice on how to deal with potential conflict or confrontation. Training can be provided through staff programmes, support can be provided by Principal Teachers and by other methods such as less experienced staff observing or shadowing

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more experienced colleagues at parent interviews.

MONITORING & EVALUATION

- The success of overall arrangements and of individual meetings can be reviewed in a number of ways:
 - Staff feedback.
 - Parent feedback, contained for example on evaluation forms provided at each meeting.
 - Number and percentage of families represented at each meeting.
 - Number and percentage of individual staff appointments fulfilled.
 - SMT review of each meeting.
 - Feedback from School Board, PTA.
 - Reference to appropriate quality indicators (see *Supporting Advice and Guidelines* below).

SUPPORTING ADVICE & GUIDELINES

- A Teaching Profession for the 21st Century
- School Working Time Agreement and Calendar of Events
- How Good is Our School: Self Evaluation using Quality Indicators - 2nd Edition (2002)
- North Lanarkshire Council Education Department Guidelines for Parents' Evenings (1999)

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