Parent/Teacher Meeting Policy

Scoil Aodán Naofa Carnew seeks, in its policy and in its practices to work with parents in a spirit of partnership in seeking the best possible outcomes for the children in our care and in addressing their needs - educationally, emotionally, spiritually, psychologically and physically.

In this policy, we seek to achieve best practice in communication with parents on matters of importance to the children, in order to give and to receive information crucial to the development of the children, whilst preserving to the greatest extent the value of the teaching day for the benefit of all.

This policy takes into consideration the needs of the children, parents, teachers and support staff, and takes cogniscance of Department of Education directives, agreements between the education partners and feedback from parents and professionals locally.

Content: Formal Meeting

1. Formal parent/teacher meetings take place at the school annually, currently in the month of January which is the midway point in the school year.
2. Meetings are held, by agreement with the educational partners, between 3-5pm, outside of teaching time.
3. A mutual agreement may be reached between individual teachers and parents to meet outside of the normal parameters of the agreed structure in exceptional circumstances. Such a meeting should be similar in duration and format to all standardised meetings and should not exceed 20 minutes, in common with all other meetings.
4. Where matters of immediate concern arise, parents should contact the school office to arrange a meeting with the class teacher at the earliest mutually suitable opportunity. It is best practice to deal with issues as early as possible when they arise.
5. Parents should prepare questions or queries regarding their children prior to meeting teacher, in order to assist in the smooth running of their meeting, being mindful that other parents might be waiting their turn.
6. In keeping with the goal of parents and teachers working together in a spirit of partnership, we ask that all exchanges, be they formal or informal are conducted in a mutually respectful manner.

Informal Meetings

Scoil Aodán Naofa encourages and values the participation of parents/guardians in their child's education and welfare. To this end, we adopt an open approach to informal meeting between parents and teachers. At the same time we need to preserve, as far as is practicable, the integrity of teacher –pupil time. As a guide, please refer to the following:

-Please refer all requests to speak with teacher or the school principal through the secretary's office. Deliveries of lunches, sports gear, forgotten items etc. must be made at the secretary's office also. (Please note that the secretary takes her lunch between 1/1.30pm so the office is not available at this time).

-Exchanges with teacher, which are by nature, a quick exchange of information are best done at 9am or 1.40/2.40pm, before or after formal teaching instruction. This can also be achieved by a quick phone call or by leaving a message with the school secretary.

-All other meetings/conversations which require time, care and attention should be conducted by prior appointment to ensure that there is adequate time, free from distraction, for all concerned.

Grievance Procedure

This policy is not intended to replace the current Grievance Procedures which still apply. A copy of the Grievance Procedure is available from the school office.

Board of Management, September 2017