



Parent/Teacher Meetings

Protocols for Parents/Guardians

The following protocol is in place for Parent/Teacher meetings in Cross and Passion College.

Parents are invited to attend Parent/Teacher meetings and are advised that because of the number wishing to speak to individual teachers that the time available is limited and, as far as possible, meetings with teachers should take no longer than **5 minutes** with individual teachers.

- These meetings will be confined to **attendance, behaviour and academic performance only**.
- If a parent has any other issue to discuss they will be informed that, in the interest of confidentiality and the time available, **a follow-up appointment** may be appropriate with the teacher/year head. These other issue(s) can be discussed in an appropriate environment to give it the time needed.
- Management and staff in Cross and Passion College are committed to working together to maintain a workplace environment that encourages and supports the right to dignity at work. All parents who visit the school are expected to respect the right of each individual/teacher to dignity in their working life.

The following protocol is proposed for situations where **parents will not** be attending or who have not attended a Parent/Teacher meeting and who seek a report on their son's/daughter's progress:

- Those students who, on behalf of their parents, seek a report may do so only through going to the Year Head.
- The Year Head will give the student a general report form on which all subjects are listed.
- Individual teachers will write a concise statement in relation to the student's progress in the particular subject.
- The Year Head will have a short discussion with the student around praise/improvement. S/he will sign the form, photocopy and date it for filing before handing it to the student to bring home to his/her parents.