

Parent/Teacher Meetings in School of the Holy Spirit

School of the Holy Spirit acknowledges the vital role parents/guardians play as the primary educators of their children. Communication with parents/guardians is actively promoted and practised in the school in the interests of all our students.

There are two formal, pre-planned meetings each school year. Firstly, in late September or early October the school hosts a Parents Information Evening and secondly in November the Parent/Teacher Meetings are held.

The purpose of the Parents Information Evening is to allow parents/guardians an opportunity to visit their child's classroom and meet with the teacher and SNAs who will be working with their child for the coming year. During this visit parents are informed about the organisation and daily practises in the class as well as work, homework and other activities. There may be a short presentation on the work of the class shown. Any queries are answered and systems for communication going forward are agreed. At least a week's notice of this evening is given, a reminder is sent and the date is posted to the calendar on the school website. The meeting lasts for approximately an hour and is followed by refreshments in the staffroom.

The Parent/Teacher Meeting in November provides a formal setting in which to discuss the social, emotional and academic status and progress of each student with his/her parents/guardians. The school promotes a positive approach in reporting to parents/guardians, maximising the student's strengths and interests while acknowledging the challenges they currently experience. The core goals of the Individual Education Plan are central to the discussion. Prior to the meeting the class teacher will have worked on the IEP for each student according to the school IEP Policy and Framework. Parents/guardians will have contributed their input on the Parent Form, sent in early October. Goals and SMART targets are discussed with Parents/guardians and broad agreement is reached.

Parent/Teacher Meetings arrangements;

- A date and time request note is sent to parents/guardians approximately two weeks prior to the meeting. Parents may ask to change the allocated time if it is not suitable. Each teacher is responsible for organising his/her meetings and must give a copy of the timetable to the Deputy Principal.
- A reminder is sent to parents/guardians in the days prior to the meetings.
- A staff meeting is held to prepare for meetings where the general information to be shared is discussed with teachers and the school approach is outlined.
- Meetings are held in the school gym where several meetings can happen simultaneously.
- Parents/guardians sign in in the foyer and wait in the main corridor to be called by the class teacher.
- 30 minutes is allocated for each meeting and if the discussion requires further time another appointment will be made.