

Parent-Teacher Consultations

Date	Review Date	Coordinator	Nominated Governor
June 2018	June 2021	Neil Clode	Lucy Evans

We believe it is essential to have periodic meetings with parents in order to discuss the progress of their children.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

Aims

- To invite parents to termly meetings to discuss the progress of their children.
- To work with other schools to share good practice in order to improve this policy.

Procedure

Role of the Governing Body

The Governing Body has:

- appointed a member of staff to be responsible for organising Parent-teacher Consultations;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the coordinator;
- ensure Parent-Teacher Consultations:
 - are held at least twice a year;
 - that ALN reviews are held twice a year
 - are held in a secure central venue
 - have a set number of discussion points will be used as a basis for each meeting such as:

Llangewydd Junior School

- General progress of pupil
- Progress since last consultation
- Identified areas of concern
- Effort in class
- Presentation of work
- Behaviour
- Relationships with other children
- Relationships with adults
- Attendance
- Punctuality
- Targets for the term / IEPs
- Contact details

- ensure teachers will meet at a later date to feedback on these consultations;
- Ensure parents of children in specific groups meet with the group teacher
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Coordinator

The coordinator will:

- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- ensure all invitations are sent to parents at the same time;
- organise the venue;
- organise refreshments for teaching staff;
- organise any follow up meetings for teaching staff to feed back;
- work out parent/carer attendance rates;
- contact those parents who did not attend and arrange another meeting;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of School Personnel

School personnel will:

- comply with all aspects of this policy
- undertake appropriate training

Role of Pupils

Pupils will be aware of and comply with this policy

Role of the School Council

The School Council will be involved in:

- determining this policy with the Governing Body;
- discussing improvements to this policy during the school year;
- organise surveys to gauge the thoughts of all pupils;
- reviewing the effectiveness of this policy with the Governing Body

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to contact the school if they are unable to attend a consultation;
- be asked to take part periodic surveys conducted by the school

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Monitoring the Effectiveness of the Policy

Annually (or when the need arises) the effectiveness of this policy will be reviewed by the coordinator, the Headteacher and the nominated governor and the necessary recommendations for improvement will be made to the Governors.

Headteacher:	Neil Clode	Date:	June 2018
Chair of Governing Body:	Owen Rayment	Date:	June 2018