



ST ALOYSIUS' COLLEGE

Parents' Evening – Junior & Senior School St Aloysius' College

PARENTS EVENING POLICY – Guidance for pupils - Senior School

1. Pupils must ask to make an appointment with every teacher. If a teacher does not need to see parents the teacher will inform pupils - this is never a decision for a pupil to make.
2. Pupils ask parents what time they wish to begin appointments before they start booking times.
3. Appointments are made in class and recorded in small prayer/organiser book.
4. Pupils must leave a 5-minute gap after each appointment.
5. Pupils are to attend parents' evenings in uniform with their parents.
6. Pupils should keep to the times of their scheduled appointments. If pupils are running late, or if a teacher is busy, pupils should skip on and keep to the times listed for the teacher. Pupils can return to missed appointments later.

PARENTS EVENING POLICY – GUIDANCE FOR PUPILS – Junior School

Parents Evening: Junior School

The Junior School parents evening is an appointment based event to meet and discuss a pupils' progress with the child's class teacher and specialist teachers.

Guidance:

1. Letters sent out to parents to request preferential day and late / early appointment where possible.
2. Parents evening is run over two evenings: 1) 5-8pm and 2) 4-6pm to help accommodate working parents.
3. 10 minute appointments are organised for all parents. Sibling groups are organised on same evening so that parents can discuss all their children with the different teachers.
4. 5 minute appointments with specialists arranged on same evening on a first come basis.
5. Parents are given a slip via class teachers showing all appointment times for their children.
6. Any parent who cannot attend Parents Evening is encouraged to meet with teachers out with this time.
7. Any issues which arise on Parents' Evening are fed back to Head of Section/Head Teacher .
8. HoS are available to meet with parents on both evenings to help with any situations which arise or discuss progress.
9. Prefects help direct parents to appointments and help keep appointments to time on both evenings.
10. Children do not attend Parents' Evening.

Policy Owner: Isabelle Erskine/Francisca Davidson

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Policy reviewed: June 2016

This policy will be annually reviewed by: Isabelle Erskine/Francisca Davidson