



Believing and Achieving Together

Signed:

Date: March 2023

Review: March 2025 or sooner if required

#### Parent - teacher consultation

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

##### Aims:

- To invite parents to termly meetings to discuss the progress of their children.

##### Procedure:

##### Frequency

- Parent-Teacher Consultations to be held at least once a term.

##### Venue

- A secure central venue will be used for these consultations [the main hall].

##### Discussion Points

- A set number of discussion points will be used as a basis for each meeting such as:
  - 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

##### Feedback

- Staff will meet at a later date to feedback on these consultations.

##### Follow up

- There might be occasions when there is need to hold further follow up meetings in order to discuss issues further.

##### Reporting

- Governors will be informed of attendance figures via the Headteacher's Report to Governors.
- Parents will be informed via Newsletters.

##### Effectiveness

We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.