



## Meetings with Parents Policy

Status	School Need
Policy last reviewed	Autumn 2020
Date presented to People Committee	Autumn 2020
Date approved by the Governing Body	November 2020
Date published on the school website	Autumn 2020
Term of next review	Autumn 2023

### **Mission Statement**

Our school mission statement commits us to pursue teamwork and this is the foundation of our aim of supporting parents in the education and welfare of our children. Our policy is to make ourselves available in order to exchange information and discuss any issues or concerns.

### **Aims of this policy**

To ensure

- positive dialogue between school and parents
- that all parties involved in discussions are clear about what has been discussed
- that there is agreement about courses of action to be taken and timescales in which they will be undertaken

Meetings may be requested by either a member of staff or a parent/ guardian. In order to convene a meeting an indication as to the reason for the meeting is desirable in order that:

- a decision can be taken about information required at the meeting
- extra advice or information can be sought from colleagues
- necessary data/evidence can be gathered and preparatory work undertaken
- the support of a colleague can be sought for the meeting if required

Meetings will be arranged as soon as possible following a request. They will be scheduled, by arrangement, between 8am and 4.45pm and around teaching and lesson preparation commitments. The duration of a meeting will be up to half an hour and if necessary a follow up meeting can be arranged. Prior to the meeting it will be communicated who will be in attendance.

It is recommended that meetings will have a written record (see appendix 1) and all parties will be provided with a copy at the end of the meeting or as soon as possible thereafter.

## Appendix 1



### NOTE OF MEETING

Date: \_\_\_\_\_

Present: \_\_\_\_\_

Meeting requested by: \_\_\_\_\_

Main issues arising from the meeting

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Actions agreed	By Whom	Timescale
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Are you satisfied with:

the outcome of the meeting	Yes / No
the actions agreed	Yes / No
the way the meeting was conducted	Yes /No

Comments (Parent/ Carer):

Comments (School):

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(A Copy is to be given to all parties involved at the end of the meeting)*