



## 6th Year Parent Teacher Meeting – Thursday 14<sup>th</sup> October 4:15pm-6:45pm

Dear Parents and Guardians,

Welcome to Scoil Dara to your son/daughter's 6th year parent teacher meeting. Below are points of information for your attention before the meeting.

Our meeting is very carefully planned in line with our Covid Management Response Plan to safeguard the wellbeing of our staff and all parents/guardians in attendance. Our commitment to maintain the integrity and confidentiality of these conferences while adhering to a new practice as to how we conduct these meetings is of paramount importance to us. We thank you for your understanding and full co-operation with the guidelines as explained below. We ask the following of parent(s)/guardian(s) attending:

- **Parents will be required to register their intention** to attend the parent teacher meeting. This registration will also indicate their understanding and full co-operation with guidelines pertaining to the meeting and support of our Covid Response Plan in relation to required mask wearing, physical distancing and good hand and respiratory etiquette. This registration will take place online. Please click on this link to register your attendance: <https://forms.office.com/r/TzstPhCPSB>
- **One Parent/Guardian only, is to attend the meeting. Students and siblings cannot be accommodated in the meeting areas.** The meetings will now take place in classrooms across the school buildings. Maps/Signage and our prefects will be on the corridors to direct parents to the required classrooms.
- **Parents will be allocated a period to attend the meeting.**
  - **Parents/Guardians of students in 6A, 6B & 6C are requested to attend from 4:15pm-5:30pm only.**
  - **Parents/Guardians of students in 6D, 6E & LCA2 are requested to attend from 5:30pm-6:45pm only.**
  - **Our meeting time will finish at 6:45pm sharp.**
- We would ask that parents and/or guardians be mindful of the time spent with each teacher and that these conferences will not extend beyond 5 minutes with each teacher. Reviews should be brief, focused, and purposeful. The requirement for further in-depth conversations should be deferred to a subsequent agreed meeting/communication
- Parents/guardians are to bring with them the **list of teachers** teaching their son/daughter. There may not be the opportunity to meet with every teacher. If this is the case parents may contact the teacher to request feedback.
- For both parties, the tone of the meeting should always remain calm and respectful. Matters that remain unresolved at the close of a review can be addressed in a more suitable forum by arrangement.
- The student in the relevant year group will be referred to only.
- GDPR protocols preclude teachers from discussing any student with anyone other than the parent and /or legal guardian of that student.
- Where parent(s)/guardian(s) are accompanied by a family member/friend (for the purposes of translation etc.) it is assumed that parent(s)/guardian(s) consent to the sharing of information pertaining to their son/daughter with a third-party
- We request that all parents/guardians regularly check their son's/daughter's VSware account and that they are familiar with all entries and attendance records in advance of the meeting.

Due to ongoing construction work on school grounds we wish to make parents aware that there will be limited parking available on the evening. We appreciate your ongoing support in making our parent-teacher meetings an effective and worthwhile discussion focused on student progress, engagement, and wellbeing.

Sincerely,  
David Mc Cormack