

Dear Parents and Guardians,

A recent review of the organisation and format of parent-teacher meetings has presented a number of issues that we wish to share with you. The growing student population across all year groups has put a significant strain on the space available in the gym as a venue for the Parent-Teacher meetings. The school is committed to maintaining the integrity and confidentiality of these meetings and focused on supporting each of our individual students. In light of these considerations we would ask the following of the parents/guardians attending:

- **Parent(s)/ Guardian(s) only should attend the meeting.** To preserve the integrity of the review and to honour the often sensitive nature of this forum students are not to attend these meetings. The school cannot facilitate students and/or siblings on site.
- We would ask that parents and/or guardians be mindful of the time spent 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.
- For both parties the tone of the meeting should be calm and respectful at all times. 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 a 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 you have access details to your son's/daughter's eportal and that you are keeping yourself informed of all entries in relation to your son's/daughter's performance in school.

We appreciate your support in making the parent-teacher meetings an effective and worthwhile discussion focused on student progress, engagement and wellbeing.

Kind Regards,

David Mc Cormack
Principal