

## POLICY STATEMENT

Roedean Moira House Girls School is committed to providing the highest quality of teaching and learning for all its pupils and will ensure at all times that reporting back to parents is given paramount importance.

Parents' Evenings play an important part in making sure parents are kept up to date with their daughter's progress; they are a chance for parents to discuss how their daughter is doing in class and in school generally with their teachers, and to decide how best to work together to support their daughter's achievement and happiness in school.

## AIMS

1. Develop procedures for organising Parents' Evenings.
2. Develop procedures for reporting to parents at Parents' Evenings.

## PROCEDURES

Before the Parents' Evening:

In preparation for Parents' Evenings, the Assistant Head will:

- ensure dates are publicised well in advance in the Group Calendar.
- liaise with the admin team to ensure that parents are informed 2 weeks before the event.
- liaise with the admin team to ensure that staff and students are given an appointment card 2 weeks before the event.
- liaise with the Operations team about any special set up for venues.
- liaise with the Catering Team to ensure refreshments are provided for parents.
- liaise with the Head of Sixth Form to ensure that members of The League are available to help.
- update this policy on an annual basis.

In preparation for Parents' Evenings, teaching staff are expected to:

- have their markbook, planner and assessments / reports available for the meetings with parents.
- have students' books / folders marked up to date, and have them available for the meetings with parents.
- ensure the venue in which they are having meetings is tidy and displays are relevant.
- make appointments with students they teach as well as their tutees.
- if feasible, accept appointment requests from parents that could not attend another Parents' Evening.
- know the students.
- liaise with their Head of Faculty about any possible issues arising.

During the Parents' Evening:

All teaching staff and personal tutors are expected to:

- adhere to the staff dress code.
- attend the Parents' Evening (in the event of a member of staff not being able to attend a Parents' Evening, they are to request permission from the Deputy Principal via the Staff Absence Request Form).
- provide constructive feedback to the students and their parents, as well as targets for improvement.

- give students and parents a chance to talk and ask questions.
- stick to the timings on their appointment sheet.
- be professional and calm at all times.

After the Parents' Evening:

All teaching staff and tutors are expected to:

- record their conversation on PASS / 3Sys.
- follow up any concerns parents might have, and do whatever they have promised to do.
- where appropriate, refer any significant issues to more senior colleagues.
- phone or give an appointment on an alternative Parents' Evening to parents unable to attend and requesting an appointment on a different date.

### Related policies and documents

This policy should be read in conjunction with the following policies and documents:

Employee Handbook  
Staff Handbook  
Code of Conduct for Employees  
Health Safety Handbook  
Boarding Staff Handbook  
National Minimum Standards for Boarding Schools  
ISI Handbook for the Inspection of Schools, Regulatory Requirements  
Teachers' Standards  
Departmental Handbook  
Complaints Policy (Pupils)  
Complaints Policy (Parents)

POLICY REVIEWED BY SCHOOL: June 2018

POLICY REVIEWED BY SCHOOL COUNCIL:

NEXT REVIEW: