

## **APPOINTMENT PROCEDURES FOR PARENTS / GUARDIANS WITH TEACHERS / DEPUTY PRINCIPAL/PRINCIPAL**

1. The Principal, Deputy Principal and Year Head are available for meeting by appointment. Parents / guardians who wish to meet with Principal, Deputy Principal or Year Heads must phone the office to make an appointment and state in general the reason for the meeting.
2. Parents who wish to meet with teachers must phone the office to make an appointment with the teacher and state in general the reason for the meeting.
3. Under no circumstances may any parent/guardian/visitor go to any classroom without first checking in at the Secretary's or Principals office.

Constructive criticism is welcomed when it is motivated by a sincere desire to improve the quality of education. It is very important to clear up misunderstandings as soon as possible. If parents / guardians have a concern regarding a teacher or a school regulation, they should first discuss it with the teacher concerned, then with the Principal if they are not satisfied.

4. There must be a clear understanding by all parties attending a meeting that the purpose of every meeting is to bring about a resolution of issues raised and therefore, every meeting must be conducted in a cordial and courteous climate.
5. Where the parent/guardian is unable to resolve a complaint with the teacher, she/he should approach the Principal with a view to resolving it.
6. If the complaint is still unresolved the parent/guardian may raise the matter formally with the Board of Management.
7. Teachers have the right to request the presence of a colleague when meeting a parent/guardian.
8. A special meeting is held for parents / guardians at the beginning of the school year for each year group where procedures and policies are explained. Each year group has one formal parent / teacher meeting in the year when parents are briefed on their student's progress and teachers are made aware of any concerns. All parents are given adequate notice of times and dates of all meetings and at least one parent is expected to attend.