

Parents' Meetings

Two or three Parents' Meetings are held every term and each year group will have at least one such meeting a year. All meetings are clearly published in the School Calendar and they take place mostly on-line, but occasionally in person, on Thursday or Friday evenings. Attendance for teachers is obligatory unless they do not teach the year group. Tutors should attend the meeting where their pupils are concerned. Meetings are organised by the Deputy Head (Academic).

If face-to-face meetings occur, all members of the Common Room should wear a suit or equivalent professional dress. Name badges should be worn and can be obtained from Reception. Interviews should be kept to a sensible time limit. Five minutes should be about the maximum, particularly if there is a queue of parents waiting. Colleagues should be firm about this, inviting parents to make an appointment for a later date if they need longer. Colleagues may find it useful to stand up or close their mark book to end an interview. Online parents' evenings are run using the School Cloud software and the timings are set through the software by the Deputy Head (Academic).

Comments must be frank and honest but should avoid being blunt. The tone should avoid over-personalisation; it is a professional discussion of performance and attitude, not about character. Comments should also be in line with the most recent report on that pupil.

Comments should be balanced, highlighting strengths and achievements, as well as weaknesses and areas for development. It is a good idea to start with the positive. The interview should normally cover most of the following points:

- ability in relation to their expected performance; quality of work in Preps, tests, and any exams
- quality of presentation of work; punctuality for lessons and of work; participation in lessons
- identification of particular strengths
- identification of particular areas which need attention, and advice on how to address them
- effort as well as achievement, especially if performance is weak
- projections of future exam performance if present standards are sustained
- discussion of GCSE/A level/university potential, where appropriate

Conclude positively, even if only to challenge the pupil to do better in future.