



SCHOOL APPOINTMENTS

POLICY

Rationale:

- While it is important for teachers and parents to form strong links regarding a student in their care, an appropriate time for discussion needs to be scheduled. This policy aims to identify when teachers and parents can meet to provide feedback.

Aims:

- To strengthen the learning environment of the school.
- To provide scheduled times for interviews to ensure students have appropriately planned lessons.
- To give full attention to a parents concerns via a structured meeting time.

Implementation:

- Parents will make contact with teachers via the office to schedule official interviews. There are often other jobs that a teacher is required to undertake such as staff and professional learning meetings.
- Informal discussions are encouraged but should not prevent the teacher from their class preparation.
- Teachers WILL NOT enter into discussions regarding a student from the bag bell (8:30am) as this disrupts their preparation for the school day.
- Informal discussions after school should be kept brief (3 minutes or less) as other parents/carers may also wish to speak with the teacher. Interviews longer than 3 minutes will need to be scheduled via the office.

Evaluation:

- This policy will be reviewed as part of the school's review cycle.