

## **PARENT TEACHER MEETINGS**

Parent-teacher meetings are held twice per academic year for each year group. Parent-teacher meetings occur on Saturday mornings from 11.30 a.m. Meeting dates are published in advance in the School calendar and in the welcome letter in each end of term report file. Each meeting is held either in the Theatre, Library, Junior School or Dining Room. Details of the venue are advertised in the School calendar and upon arrival at the School.

All academic staff who teach the pupils are expected to attend parent-teacher meetings. The Headmaster's Personal Assistant prepares identification labels for both parents and teachers. These labels can be collected upon arrival from the Headmaster's Personal Assistant who will be welcoming and signing in parents in the entrance hallway.

There will either be designated, named desks for staff to sit at or there will be areas of the room allocated to different subject departments. On some occasions there will be areas for the Houses to meet parents.

Sometimes parents are unable to attend these meetings. Upon parental request, the Housemaster/mistress will make arrangements for a School visit at an alternative, more suitable time. These times usually occur on a midweek day from 11.00 a.m. where brief appointments can be made to meet with staff during their break times.

### **Annual Review Meetings**

Pupils with an educational statement, funded by their Local Authority (LA), have a meeting to review their statement and placement each year. This annual review is organised by the Annual Review Secretary, in consultation with the appropriate Housemaster/mistress. Parents, external education specialists including LA representatives, Educational Psychologists, Connexions Adviser and other interested parties are invited, where relevant. For further information on annual reviews see the specific annual review information.

RJB  
21.10.2009