



WESGREEN INTERNATIONAL SCHOOL

Policy: Individual Parent Teacher Meetings

Policy No. W002

1. Purpose

The intent of this policy is to give clear guidelines to parents and staff on the procedure to be followed when conducting meetings outside of the scheduled Parent Teacher Meetings.

2. Scope

This policy applies to all Wesgreen Staff, Students and Parents.

Students, Staff, Parents and Governors = School Community

3. Policy

- 3.1. The school expects all parents and staff to comply with the following when arranging meetings:
 - 3.1.1. All meetings should be by appointment only, with a reason for the meeting being given in advance.
 - 3.1.2. Appointments should be arranged through the receptionist of the respective building.
 - 3.1.3. Outside of the designated Parents Teacher Meetings location, no parent will be permitted to go into a classroom, along the school corridors or into the play area.
 - 3.1.4. The School will keep a record of what is discussed during the meeting, with the original copy of the *PTM Form* signed by all parties present and later on given to the Head of School, who then will sign and file it in the student's file available on campus. A copy of the PTM form will also be sent to the office of the Headmaster within one working day of the meeting taking place.
 - 3.1.5. Problems raised by a parent will be addressed to the appropriate Head of Department on the same working day.
 - 3.1.6. Parents will not be allowed to arrange meetings with staff during that staff member's class contact time.
 - 3.1.7. If a parent is dissatisfied with the outcome of the meeting with the class teacher, they may then make an appointment with the appropriate Head of Department or the Head of School.
 - 3.1.8. If a parent is still not satisfied they may make an appointment to see the Deputy Headmaster.
 - 3.1.9. If still not satisfied they may make an appointment to see the Headmaster, whose decision will be final.