



St Madeleine's Primary School
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Ph: 9654 6751

Parent Meeting/Interview Policy Document

1. Purpose

The purpose of this policy is to establish clear expectations for meetings and interviews conducted between school staff and parents or carers. All meetings are designed to be solution-focused, respectful, and collaborative, with the shared goal of supporting each student's learning and wellbeing.

2. Scope

This policy applies to all school staff, parents, and carers engaged in formal or informal meetings regarding student learning, behaviour, or wellbeing.

3. Meeting Norms

All meetings shall be conducted in accordance with the following norms:

Norms	Description
Solution-Focused	All parties work collaboratively to identify next steps, strategies, and supports to advance student learning and well-being.
Respectful Communication	All participants are expected to communicate respectfully, listen actively, and speak constructively at all times.
Valuing Diverse Perspectives	Differing views and positions are acknowledged and welcomed. All perspectives will be heard, clarified, and considered to ensure shared understanding.
Focus on the Student	Discussions are centred on observable evidence, classroom experiences, and practical supports that directly benefit the student.

4. Meeting Times and Scheduling

To ensure meetings are conducted efficiently and respectfully for all participants' time, the following scheduling requirements apply.

4.1 Requesting a Meeting

To request a meeting with a staff member regarding your child's learning or wellbeing, please contact the school administration office by phone on 9654 6751 or by email at stmadeleines@parra.catholic.edu.au.

Once your details have been received, the following process will occur:

- Your contact details and the reason for your request will be passed on to the relevant staff member.
- The staff member will contact you directly to agree on a mutually convenient time to meet, in accordance with the approved meeting times outlined in Section 4.1.

4.2 Approved Meeting Times

Meetings with parents and carers are scheduled during the following designated times only:

- Morning: 8:20 am – 8:50 am (earlier only at teacher discretion).
- Afternoon sessions commence at a time determined by the classroom teacher in accordance with their timetable, and are to be concluded by 4:15 pm.

4.3 Conclusion Times

- **Morning meetings must conclude no later than 8:50 am.**
- **Afternoon meetings must conclude no later than 4:15 pm.**

4.4 Availability Restrictions

- Teaching staff are not available for meetings during class instruction time.
- Teaching staff are not available during scheduled staff meetings.

4.5 Late Arrivals

Parents or carers who are unable to arrive at the scheduled time are requested to contact the school office as soon as possible. Depending on availability, the meeting may need to be postponed or rescheduled.

5. Conduct of Learning and Wellbeing Discussions

When discussing student learning and wellbeing, staff will:

- Focus on observable behaviours and evidence.
- Share specific classroom observations, work samples, and relevant data.
- Discuss current support strategies, noting what is working effectively and what may require adjustment.
- Acknowledge and highlight student strengths alongside areas requiring additional support.

6. Parent and Carer Input

The school highly values the insights and knowledge that parents and carers bring to meetings. Staff may invite input regarding:

- Strategies that have been used successfully at home.
- Supports or adjustments used in other settings (e.g., tutoring, therapy, or other programs).
- External services or supports that are already in place for the student.

7. Roles and Responsibilities

School staff are responsible for providing clear, objective information and for working collaboratively with families to support each student's learning journey. Staff will approach all meetings with professionalism, empathy, and a genuine commitment to positive outcomes.

Parents and carers are asked to engage with the school in a spirit of partnership, approaching meetings with openness and a willingness to work collaboratively toward shared goals.

8. Phone Calls Regarding Learning or Wellbeing

Phone calls with parents or carers regarding a student's learning or wellbeing are limited to 15 minutes. If a discussion requires more time, staff will courteously acknowledge this and advise the parent that a follow-up meeting can be arranged at a mutually convenient time.

This policy does not apply to half-yearly report interviews. Those interviews are a separate, formal process conducted following the distribution of half-yearly reports and are structured as 15-minute timed appointments.

Thank you for partnering with us in support of your child's learning and well-being.

We are committed to working with families in a positive, respectful, and solution-focused way.