



Circular Prim 14/04

To the Managerial Authorities of Primary Schools

Arrangements for Parent/Teacher and Staff Meetings in 2004/05

The Minister for Education and Science wishes to advise managerial authorities of primary schools of the commitments in relation to staff meetings agreed under the terms of the Social Partnership Agreement 2003-2005 *Sustaining Progress* and the agreement on Parent/Teacher meetings reached on foot of proposals from the Teachers Arbitration Board. These arrangements will apply in the 2004/2005 school year.

1. Staff Meetings

In respect of one staff meeting per term, all primary schools will make provision to allocate from normal school time a period equivalent to the time given outside school.

(Example: a staff meeting of two hours duration which was normally held before school closing time should now take place one hour preceding and one hour following normal school closing time)

2. Parent/Teacher meetings

There are differences between the post-primary and primary sectors which make it appropriate to apply a different model in respect of parent/teacher meetings in the primary sector than that applicable in the post-primary sector. These factors include the age of the children, the pattern of attendance of parents at primary schools, and that children at primary level are taught by a single teacher.

Having regard to the overall circumstances of children at primary level:

1. The parties acknowledge and accept that a parent should be able to have a formal meeting with a teacher at a suitable and convenient time. If such a meeting cannot be facilitated at a formal parent/teacher meeting then the parent will be offered a suitable and convenient appointment for same.
2. In each school year there will be one formal parent/teacher meeting held in each primary school. This meeting will normally commence at 3.15 pm and will end at 5.45 pm unless otherwise agreed at local level between all relevant parties. In any event the parent/teacher meeting will not take place during the school tuition period. The school will close 15 minutes early on the day of the formal parent/teacher meeting.

Queries in relation to these arrangements may be addressed to Primary Administration 2, Department of Education & Science, Cornmaddy, Athlone, Co. Westmeath.
Telephone (090) 6483721, 6483722, 6483723, 6483724.

The Circular is also available on the Department of Education & Science website at www.education.ie

You are requested to provide a copy of this Circular to each member of the Board of Management.

Johnny Bracken
Principal Officer
October 2004