



MOUNT MERCY COLLEGE

Thank you for co-operating with the Procedures set out below. I hope that your consultation with our Staff will be helpful and mutually beneficial in the interests of your daughter's education at Mount Mercy College. I request that, in all circumstances, you respect the confidentiality and dignity of all involved (Students; Parents; Teachers) T. RYAN, Principal.

PROCEDURES FOR PARENT/TEACHER MEETINGS WITH SUBJECT TEACHERS

- 1. Notice of meeting is circulated to all Parent(s)/Guardian(s) in advance of meeting.**
- 2. Parents are requested, in consultation with their daughters, to complete the relevant subject teacher list (attached) and bring it along to the P/T meeting.**
- 3. All P/T meetings are held in the School Hall and Library.**
- 4. Teachers are seated in alphabetical order.**
- 5. A seated waiting area is provided and Parents are requested to avail of the seating so as to ensure the confidentiality of the meeting.**
- 6. On arrival at the meeting, please register by signing next to your daughter's name on the sheet displayed.**
- 7. On departure, please *sign out* on the same sheet indicated above.**
- 8. Arrival times are scheduled to minimise the delay for Parents and to ensure that Teachers finish on time.**

9. PLEASE NOTE:

Please try to be as brief as possible in your consultation as usually we have an excellent attendance rate at P/T meetings and we like to minimise the delay for Parents.

In the event that other consultations or meetings are required please make an appointment and, as appropriate for the particular occasion, students may attend at the discretion of Parent(s) and Teacher

- 10. Every effort is made by the school to ensure that all teachers are present for the P/T meeting. However, on occasion, a teacher may be absent due to other unforeseen school business in which case Parents may, if necessary, make a separate appointment to see that Teacher.**
- 11. We aim to hold all P/T meetings as early as possible in the year so as to give Parents an opportunity to raise any matters of concern as early as possible.**
- 12. All P/T meetings are held outside of normal school hours at the end of the school day.**
 - Where meetings are held after school, classes will continue as normal for the entire school day and the P/T meeting will take place between 4.15 and 6.45pm**
- 13. This consultation in any year group is very important so we encourage all Parents to attend. If circumstances do not allow you to attend, please advise your daughter's Class Teacher prior to the meeting.**
- 14. Students should not normally be in attendance at Parent Teacher Meetings.**

PARENT/TEACHER CONSULTATION FORM:

SUBJECT	TEACHER	COMMENT
IRISH		
ENGLISH		
MATHS		
HISTORY		
GEOGRAPHY		
FRENCH		
GERMAN		
SPANISH		
RELIGION		
ART		
HOME ECONOMICS		
BUSINESS STUDIES		
MUSIC		
S.P.H.E.		
C.S.P.E.		
SCIENCE		
P.E.		
OTHER		