



Wetherby Kensington
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SW5 0JN

Parents' evening Policy

Policy reviewed by: Charlotte Tarrant and Helen Milnes

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Policy actioned from: September 2021 – August 2022

Next review date: July 2022

Reviewer's Signature: *Centarrant* *Helen Milnes*

Head Teacher's Signature: *Helen Milnes*

Circulation: This policy is addressed to all members of staff and volunteers, is available to parents on request. It applies wherever staff or volunteers are working with pupils.

Please note: 'School' refers to Wetherby Kensington; 'parents' refers to parents, guardians and carers.



Wetherby Kensington

Parents' evening Policy

Parents' evenings

Parents' evenings are held termly and all parents are invited to individual interviews with their son's teachers to discuss their child's progress and overall development. Both teacher and assistant are required to attend.

Preparation

Prior to parents' evening meetings, the class teacher will meet with SLT and the Headmistress for a pupil progress and well-being meeting. During this meeting each pupil will be discussed and the Pupil Progress and Well-Being document will be completed including; pupil's progress in maths and English, any SEN or pastoral concerns as well as next steps. This document is to be used to inform any information given to parents during individual interviews.

The Headmistress will see staff and discuss as necessary. Staff should link in with SEN and pastoral staff as appropriate as they will be present for appointments on the evening.

Parents' evenings will either be held in person or on Teams. If parents' evening is held on Teams, a sign up sheet will be available on the class Teams page. If parents' evening takes place in person, an appointment list is posted on each classroom door at least two weeks before the parents evening take place to allow parents to sign up for an appointment. In Reception, Year 1, Year 2 and Year 3 the parents have a fifteen minute appointment with the class teacher in the autumn, spring and summer terms.

Each teacher and assistant should check that all marking is up to date, including all reading records, all workbooks and boys' files. Displays should reflect current work and topics being studied.

Running of the Evening – In Person

1. Two parent's chairs for each class will be provided
2. Class teachers and assistants should be present and in an adjacent room (or other designated room) each boy's books and file should be available for parents to look through. These should be labelled so parents can find with ease
3. The kitchen will provide sandwich refreshment before the evening begins
4. The Head of Learning Support is available for parents to see and she organises her own appointment system for the evening
5. The SLT, where available, float to help monitor the smooth running of the evening
6. Assistant teachers are responsible for ensuring the appointments run to time. Any parent arriving late, may not be 'slotted in', unless a vacant appointment is available. Parents may view books and make an alternative appointment. However, each 'latecomer' needs to be managed with appropriate sensitivity

7. The Headmistress runs an individual appointment list for Year 1: spring and summer terms. Year 2: autumn, spring and summer terms. Year 3: autumn term. The Headmistress floats at the Reception and/or Year 1 Parents Evening to see as many parents as possible
8. At the end of parent's evening (or asap) staff write a summary of the meeting. Comments can be brief but if anything controversial is discussed or said or parents are unhappy about anything then this must be written up in detail and HM notified immediately.
9. The Headmistress de-briefs with staff as necessary
10. Rexels are filed in the individual child's file and saved in the monthly and rexels folder on the staff shared area
11. The Head of Learning Support submits individual reports to the Headmistress. These are discussed in their weekly SEN meeting and then filed

Running of the Evening – Microsoft Teams

1. Teachers are able to conduct meetings from their home or in school
2. Parents will be invited to their parents' evening by the class teacher and should ensure that they log into Teams in plenty of time so that they are on time for their appointment
3. Teachers are responsible for ensuring the appointments run to time.
4. The Head of Learning Support is available for parents to see and she organises her own appointment system for the evening. Alternatively the Head of Learning Support can attend a meeting with the class teacher
5. Appointments can be made with a member of the SLT or SLT can, if required, attend a parent meeting alongside a class teacher
6. The Headmistress runs an individual appointment list for Year 1: spring and summer terms. Year 2: autumn, spring and summer terms. Year 3: autumn term. The Headmistress floats at the Reception and/or Year 1 Parents Evening to see as many parents as possible
7. At the end of parent's evening (or asap) staff write a summary of the meeting. Comments can be brief but if anything controversial is discussed or said or parents are unhappy about anything then this must be written up in detail and HM notified immediately.
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This policy will be reviewed annually