

# STUDENT PARENT TEACHER INTERVIEWS POLICY

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# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

## Rationale

At Catholic Regional College Caroline Springs, the relationship between students', families and the school is considered to be of paramount importance. A Student Parent Teacher Interviews provide the opportunity for students to reflect on their work at the College to date, celebrate their successes and set goals for the remainder of the year. Students hold themselves accountable for their progress when they explain their achievements and areas for improvement within each subject. Parents/carers become actively involved in the learning process for their child as a result of Student Parent Teacher Interviews.

Student Parent Teacher Interviews provide the opportunity for:

- students to reflect on their learning, work habits and effort in their learning
- students to have increased accountability regarding their work habits and approaches to learning
- students to celebrate the successes within work they have completed
- students to develop verbal communication skills, confidence in public speaking and critical thinking skills
- relationships to be built with families at the College
- parents/carers to be actively involved in the learning process for their child.

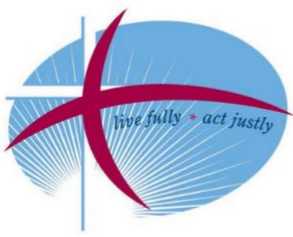
## Scripture

### **Exodus 29:42**

For the generations to come this burnt offering is to be made regularly at the entrance to the tent of meeting, before the Lord. There I will meet you and speak to you.

### **Philippians 2:5**

In your relationships with one another, have the same mindset as Christ Jesus.



## Roles and Responsibilities

For Student Parent Teacher Interviews to be facilitated effectively and efficiently, there are four key stakeholders who have a role to play; the student, the subject teacher, the parent/carer and the school.

The student is responsible for:

- attending the Student Parent Teacher Interview
- reflecting on their own achievements for the subject completed at the College as part of the Student Parent Teacher Interview
- interviews conducted on Microsoft (MS) Teams
  - accessing the Student Parent Teacher Interview link on their College MacBook from the PTO Portal for interviews conducted on MS Teams
  - ensuring they set their laptop up in a suitable space at home, prior to the commencement of the Student Parent Teacher Interview for interviews conducted on MS Teams
  - opening MS Teams prior to the commencement of the Student Parent Teacher Interview, and joining the meeting with the subject teacher and their parents/carers when the subject teacher begins the meeting for interviews conducted on MS Teams

The subject teacher is responsible for:

- requesting a Student Parent Teacher Interview for a student on the Interim Report and Parent Teacher Online Portal.
- wearing appropriate professional dress for the Student Parent Teacher Interview
- preparing notes or comments to discuss with the student and parent/carer as part of the Student Parent Teacher Interview
- providing feedback on Assessment Tasks completed, so the student can reflect on their strengths and areas of improvement in the subject
- sharing student work samples, where appropriate, to support points being discussed.
- recording attendance for each Student Parent Teacher Interview.
- interviews conducted on MS Teams
  - setting the MS Teams background to a College approved image.
  - opening the MSTeams Meeting in a timely manner for the Student Parent Teacher Interview to be conducted, and closing the interview within the scheduled time frame to allow for ease of transition from one meeting to the next.



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

The parent/carer is responsible for:

- booking Student Parent Teacher Interviews with the subject teacher(s) that their wishes to discuss their child's progress with, as indicated by an interview request on the Interim Report
- booking Student Parent Teacher Interviews with the subject teacher(s) that they wish to discuss their child's progress with.
- attending the Student Parent Teacher Interviews with their child
- discussing their child's progress throughout the Semester
- preparing notes or comments to discuss with the student and teacher as part of the Student Parent Teacher Interview.
- interviews conducted on MS Teams
  - accessing the Student Parent Teacher Interview link on their College MacBook from the PTO Portal
  - ensuring their child's laptop is set up in a suitable space at home, prior to the commencement of the Student Parent Teacher Interview
  - ensuring their child has opened up Microsoft Teams prior to the commencement of the Student Parent Teacher Interview, and join the meeting with the subject teacher and their child when the subject teacher begins the meeting.

The school is responsible for:

- setting and advertising the Student Parent Teacher Interview date to students, parents/carers and teachers
- sharing the Student Parent Teacher Interview format with students, parents/carers and teachers to ensure all stakeholders are clear about the objectives of and roles within the Student Parent Teacher Interviews
- making the online booking system available for parents/carers following the publishing of Interim Reports
- providing translators or interpreters, where required, for Student Parent Teacher Interviews
- ensuring sufficient social distancing measures are in place for staff at the College throughout the Student Parent Teacher Interview process.



## Non-attendance

In the event that a parent/carer does not make a Student Parent Teacher Interview booking, despite being requested to do so via the Interim Report:

- The teacher lodges a Wellbeing Report – Parent Communication on the SIP on SEQTA, noting that the Student Parent Teacher Interview has not yet been booked by the parent/carer, using the template below, and sends this to the parent/carer, the week prior to the interview.

*Dear Parent/Carer,*

*On the Term Three Interim Report I requested a Student Parent Teacher Interview with you so we can discuss your child's progress. To date this interview has not been booked on the PTO Portal.*

*Could I please ask that you log onto the PTO Portal (via the link on SEQTA Engage Homepage) and book an interview time for us to meet. The bookings for Student Parent Teacher Interviews close at 9:00am this Friday.*

*Should you have any difficulty in accessing the PTO Portal, please contact the College Reception for assistance.*

In the event that a parent/carer does not make a Student Parent Teacher Interview booking, despite the above-mentioned Wellbeing Report being lodged:

- The teacher lodges an additional Wellbeing Report – Student Parent Teacher Interview on the Student Information Panel (SIP) on SEQTA, noting that the parent/carer did not make a Student Parent Teacher Interview booking, despite being requested to do so via the Interim Report, using the template below, for follow up at the discretion of the Wellbeing Leadership Team.

*Subject:*

*Requested Student Parent Teacher Interview was not booked by the parent/carer.*

In the event that a student and parent/carer has booked, but does not attend a requested Student Parent Teacher Interview:

- The teacher lodges a Wellbeing Report – Student Parent Teacher Interview on the SIP on SEQTA, noting that the student and parent/carer did not attend the requested Student Parent Teacher Interview, using the template below, for follow up at the discretion of the Wellbeing Leadership Team.

*Subject:*

*Requested Student Parent Teacher Interview was booked but not attended by the parent/carer.*

The Wellbeing Leadership Team will advise subject teachers of any students suitable for the subject teacher to follow up individually the week after the Student Parent Teacher Interviews.