



Circular M58/04

## To the Managerial Authorities of Post Primary Schools

### Arrangements for Parent/Teacher and Staff Meetings in Post-Primary Schools for the 2004/05 School Year

The Minister for Education and Science wishes to advise managerial authorities of post-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 Post-Primary Schools

In respect of one staff meeting per term, all post-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 in Post-Primary Schools

In respect of three formal parent/teacher meetings per year;

1. Meetings will commence at 4.15 pm in all schools (each school closing 15 minutes earlier than normal) and will conclude at 6.45 pm.
2. In accordance with good practice parents who are waiting at 6.45 pm will be seen if this can reasonably be done. In the event of difficulty arising from implementation of this provision the matter will be referred to the Arbitration Board for determination.
3. In the small number of cases where a parent is unable to attend the formal meeting, current practice, whereby the parent is facilitated to meet a teacher he/she wishes to meet will apply, and a time mutually convenient will be agreed.

Queries in relation to these arrangements may be addressed to Post Primary Administration Section, Dept. of Education & Science, Portlaoise Road, Tullamore, Co. Offaly.  
Telephone 0506-24328 or 0506 24330

**You are requested to provide a copy of this Circular to the parents' and teachers' representatives on Boards of Management.**

Matthew Ryan  
Principal Officer  
1 October 2004