

### *On the evening...*

At the Parents' Evening you should enter the school by the main entrance and make your way to the first floor where you will be asked to sign in against your son / daughter's name. An attendance is kept for each Parents' Evening so that we can monitor the uptake.

You will be given sheet letting you know where your son / daughter's teachers are in the hall along with a note of any teachers that cannot attend.

We also use the Parents' Evenings to survey parent / carers views about certain aspects of the school's service so you will be issued with a short questionnaire that we would ask you complete between interviews and return to the deposit box before you leave. Your views are important to us and the issues raised through these questionnaires are discussed by staff and our Parents' Focus group.



### *Other information...*

If your child has Additional Support Needs, Mrs Cormack, Principal Teacher of Support for Learning will be available to discuss these.

Pastoral Care staff and members of the Senior Management Team will also be available to discuss issues of a more general nature if the need arises.

Other staff will also be available when appropriate eg Careers Scotland will be represented at the Second Year Parents' Evening to discuss career options before the pupils make their subject choices.

### *Further information*

Further information about Parents' Evenings can be obtained by contacting the school.

Please let us know if you have any comments about the content of this Parents' Guide.



**01475 715 250**

## *St Columba's High School*



*Gourock*

# A Parents' Guide to Parents' Evenings

## *Parents' Evenings in St Columba's*

In St Columba's we are committed to working in partnership with our parents / carers to ensure that all of our pupils reach their full potential.

Therefore, communication with parents / carers is extremely important. The principal way we communicate with parents about their child's progress is by providing regular written reports and providing opportunities to discuss progress at Parents' Evenings.

A Parents' Evening is provided for pupils at each stage of their education at key times of the year. The current pattern of Parents' Evenings is –

<b>S1</b>	<b>Dec</b>
<b>S2</b>	<b>Feb / Mar</b>
<b>S3</b>	<b>May</b>
<b>S4</b>	<b>Jan</b>
<b>S5 / 6</b>	<b>Nov</b>

A few days before each Parents' Evening, a report on the child's progress is sent home and this can be the basis for discussion at the Parents' Evening.

Please remember that staff are happy to discuss your child's progress with you at any time, so please contact the school if you have any concerns.

## *Organisation of Parents' Evenings*

Parents' Evenings are currently held 'end on' to the school day. They are held on Tuesdays with appointments being available from 4.00pm till 6.00pm. Appointments are normally allocated in 5 minute slots. It is important that teachers try to keep to these time slots so that appointments can run to schedule.

Approximately a week before the Parents' Evening, your son / daughter will be issued with an appointments sheet and asked to make an appointment for you to see all of his / her teachers.



Sometimes, especially when teachers have more than one class of that year group, it may be difficult to see all of the parents. If your son / daughter cannot get an appointment with a teacher that you would particularly like to see, let us know and an alternative arrangement can be made.

## *Preparing for the evening*

The Parents' Evening provides you with an opportunity to discuss face to face the progress of your child with their teacher.

To prepare for this, please take time to read the report for each of your child's subjects and identify any issues you would like to discuss with their teacher. If you have specific questions about your child's progress, their teacher will be happy to discuss these with you.

The purpose of the evening is to explain what the school is doing to support your child's learning and to discuss what you can do to help as a parent / carer.

It may be useful for you to bring your copy of your child's report along to the meeting as this may form the basis of the discussion.



