



STAWELL SECONDARY COLLEGE

Parent Teacher Student Interviews Policy

Rationale:

- Parents/guardians/carers are partners with the school in the education of children. It is only when information is shared between teachers and parents/guardians/carers that a full picture of the child as a learner is realised.

Aims:

- To provide a time for teachers and parents/guardians/carers to share information about the child both as a learner and as an individual.
- To establish a partnership between teachers and parents/guardians/carers where there is effective communication about student learning, interests and needs.

Definitions:

Word	Definition
PTSI	Parent Teacher Student Interview

Responsibilities:

- PTSI's are to be coordinated by the 7-9 years Assistant Principal, with the assistance of the Education Support Staff (ES).

Implementation:

Scheduled Interviews:

- PTSI's will be scheduled to take place in Term 1 or early Term 2 and Term 3 of each year in sessions during the day and in the evening.
- Stawell Secondary College will require students to attend their interviews.
- These interviews are an opportunity for teachers and parents/guardians/carers to share information about the student and allows all parties to discuss the child's learning and any factors that may have an effect upon it.
- Teachers will make a record of information collected in the interview and where the information is relevant for other teachers who work with the child, this information will be shared with them.
- At times parents/guardians/carers will share sensitive information with the classroom teacher that they do not want other staff to know so the classroom teacher must respect the parents/guardians/carers right to privacy and the confidentiality of the information shared.

Evaluation:

This policy will be reviewed as part of the school's review cycle in accordance with the Child Safety Policy in March each year. The review will be led by the 7-9 years Assistant Principal and referred to the Policy Sub-Committee and School Council for ratification.

Last reviewed: April 2019

Next review date: March 2020