



Parent Teacher Meetings (PTM's) at Redbricks School

Guidelines for Parents

Parent teacher meetings (PTM's) are a prominent and notable feature of the school program. These meetings are organized with an objective of promoting children's overall development through school and home collaboration.

At Redbricks, we believe in continuous improvement, and therefore have reviewed the effectiveness and structure of how PTM's are carried out at Redbricks. Through a parent survey in 2018-19 and parent/teacher reflections gathered in different ways, we have developed a revised model for the PTM's.

Parents have shared that they would like to meet teachers individually more often and would prefer to have less wait time in meeting the teachers individually. Parents have appreciated the format of the semester-end individual PTM which is used for report card sharing.

We have also reflected on certain challenges with the current PTM structure, such as- inability of a teacher to cater to many parents with individual concerns at the same time during a group PTM, confidentiality of each child's discussion not maintained as other parents are present in the vicinity, etc.

As a school the purpose of conducting PTM's is two fold-

- 1) To provide parents with an opportunity to gain insights into the **curriculum** covered/to be covered, **teaching methods** followed, and the **processes of thinking / outcome of learning** of the group of students.
- 2) To provide parents with an opportunity to gain **personalized feedback** on their own child's development and develop a collaborative **action plan** with the teacher.

Both the purposes require different ways of structuring the parent teacher meeting. Based on the above feedback and reflection, the new structure is planned as below:

A) STRUCTURED PTM'S- PURPOSE AND FREQUENCY:

Type of PTM	Purpose	Old structure- Until Year 2018-19	New Structure- Year 2019-20 onwards
-------------	---------	-----------------------------------	-------------------------------------

<p>1) Group PTM</p>	<p>To provide parents with an opportunity to gain insights into the curriculum covered/to be covered, teaching methods followed, and the processes of thinking / outcome of learning of the group of students.</p>	<p>6 times per year</p>	<p>4 times per year*</p>
<p>2) Individual PTM</p>	<p>To provide parents an opportunity to gain personalized feedback on their child's development and develop a collaborative action plan with the teacher.</p>	<p>2 times per year</p>	<p>4 times per year</p>
<p>Total PTM's / year</p>		<p>8 times per year</p>	<p>8 times per year</p>

**Class 7 will have only 3 Group PTM's per year due to smaller length of the academic year.*

Note:

- It has been decided to **reduce two group PTM's** and to **increase two individual PTM's** to effectively meet the purpose of teacher-parent collaboration for individual student development.
- The Group PTM was conducted over 1 day while the Individual PTM's will need to be conducted over 2 days due to the number of students. This will increase the time required from teachers to meet parents, which will be **compensated by reducing certain academic hours of students.**

3) Additional Individual Meeting on Request:

- In addition to the above scheduled PTM's, parents may **request for an individual meeting with the homeroom teacher OR any subject teacher** at any time of the year to discuss their child specific concerns.
- However, they will need to take a **prior appointment** from the respective teacher for the same, specifying the topic for the meeting.
- The teacher will decide the **meeting time** in consultation with the principal, depending on the criticality and urgency of the topic/concern.
- Parents are requested to co-operate with the teacher on the meeting time as they have very little time in school beyond classroom teaching time which can be used for these purposes.

B) HOW THE MEETINGS WILL BE CONDUCTED

Some more details on how the meetings will be conducted are given below:

1) Group PTM :

For Class 1 to Class 6

- A group of parents (not more than 14-15 students) will be given a 1 hour slot for the PTM.
- The 1 hour will be broken up as below between two teachers:
 - **Homeroom Teacher (EVS, English/Maths): 35 mins**
 - **Other Core subject Teacher (Maths/English): 25 mins**
- Each teacher will share curriculum highlights of the past month and upcoming month, related to her subjects (EVS/English/Maths).
- Parents will also have an opportunity to see the student work and ask questions/share feedback to the teacher regarding her subjects.
- With the homeroom teacher, parents may also share their queries/feedback related to general academic aspects (example- homework, communication from school, concerns about certain subjects / academic practices of school, etc.)
- The teachers will stick to the **purpose of the Group PTM** and parents should respect the same. Individual discussions will not be entertained during Group PTM's.
- There will be no structured meeting with other subject teachers (Hindi/ Gujarati/ ICT/ Sports/ Arts/Psychologist). However, the parents may meet any of them on the same day pre or post PTM **only** with a scheduled prior appointment. No more than 15 minutes per parent will be entertained on this day by the subject teachers as they may have other parent meetings scheduled.

For Class 7 to Class 12

- A group of parents (not more than 14-15 students) will be given a 1 hour slot for the PTM.
- The 1 hour will be broken up as below between teachers:
 - **Homeroom Teacher (HRT): 30 mins**
 - **Open Time to meet other subject teachers: 30 mins**
- Parents will report to the child's homeroom / classroom first. HRT will interact with the group of parents for 30 minutes to discuss overall curriculum updates of all subjects, upcoming assessments, and any other academic information. Parents will have an opportunity to ask questions and observe student work.
- Parents will then be free for 30 minutes to visit other core subject teachers- who will be seated in different subject rooms.
- No more than 10 minutes per parent will be entertained on this day by the subject teachers, as other parents may be waiting to meet them.
- Parents should limit the discussions to overall subject curriculum and methodology / assessment / basic child related concerns. For extended child specific concerns, parents may request an additional individual meeting time for another day.
- Parents need to take prior appointment to meet the Sports teachers/Arts teachers/Psychologist on the PTM day or another day, as these teachers are shared between the whole school and they may not be free to meet without appointment on the day of the PTM.

2) Individual PTM:

- Individual PTM's will be conducted during **crucial times of the year** – mid-semester 1, end-semester 1, mid-semester 2 and end-semester 2.
- These PTM's will provide a platform for teachers and parents to **discuss individual student progress** based on the mid-sem./end-sem. report prepared by the teachers.
- The **Homerom teacher** will allot 15 minutes per parent after which the parent is free to go and meet any other subject teachers.
- Each **subject teacher** may be able to spare upto 10 minutes of their time to discuss parent queries /their own feedback, as parents of multiple sections may need to meet them at the same time.
- The dialogue will focus on discussing the child's performance and progress in that assessment period, as well as developing an action plan for the future.
- Parents need to take prior appointment to meet the Sports teachers/Arts teachers/Psychologist on the PTM day or another day, as these teachers are shared between the whole school and they may not be free to meet without appointment on the day of the PTM.

C) PARENT EDUCATION WORKSHOPS

In addition to the PTM's, parent education workshops also play an important role in developing an alignment between the school and home.

A number of such workshops are conducted every year (4 to 6 workshops per year), for parents to learn various ways of teaching as well as understanding and guiding children.

Two kinds of workshops are conducted as below:

1) *Workshops by Subject teachers/Team leaders* –

- These are conducted by subject teachers/team leaders to share with parents about the teaching methodology followed at school, and tips on how they can support / reinforce learning at home.
- These will mostly be conducted at Santej campus on the same day as the PTM or sometimes at Satellite campus.

2) *Workshops by Experts* -

- These may include workshops by internal / external experts focused on educating parents about various ways of understanding children, parenting styles and approaches to effective parenting.
- These will mostly be conducted at an external location (such as AMA) or sometimes at Satellite / Santej campus.

It is generally seen that very few parents attend these workshops. The ones who do attend have generally given very positive feedback about the effectiveness of these workshops. We hope to see more participation from parents in this important initiative leading to their child's success.

D) COMMON GUIDELINES FOR PARENTS:

Attendance

- Please try to attend atleast 90% of all the PTM's (80% attendance of atleast one parent is mandatory by the school, failing which an action may be taken).
- It has been observed that some parents attend very few PTM's and they usually have a lot of queries regarding the program which are already being addressed in the regular PTM's. Teachers end up spending double time, explaining the same things over and again to these parents.
- Once given confirmation for a workshop, please try your best to attend. It has been observed that usually less than 50% of confirmed parents turn up for the workshop. This hampers the school's planned arrangements and dampens the motivation of the speaker as well as the academic team.

Punctuality and Concern for Time

- Please report atleast 5 minutes before the given starting time of the PTM/ Workshop.
- Teachers will allow a parent to attend a Group PTM/Workshop only upto 10 minutes delay, and an Individual PTM upto 5 minutes delay. The individual meeting slot will not be extended to accommodate the delay.
- During individual meetings, do adhere your conversation time to the duration of the time slot given as the teachers also have scheduled interactions with many other parents.
- Please accept and adhere to the time slot provided by the teacher for the individual PTM. It has been planned after keeping various parameters in mind, and are rotated for fairness to all parents. All parents are busy and have their preferences. It is impossible to plan such slots after keeping convenience of each and every parent in mind.
- It has been observed that some parents arrive on another day or time than the individual slot given, and they demand for the teacher to meet them at their convenience. This kind of behavior will not be entertained.

Purpose

- During group meetings, do respect the purpose of the meeting and do not engage in individual conversations regarding your own child. You may seek additional individual time, by taking an appointment prior to the PTM.
- Any administrative issues are to be directed to the counselor, and not the teacher.

Respectful Interactions

- Do mind your tone, body language and vocabulary in interactions with the teacher. The teacher is trying her best and she or the school may not be perfect. Mutual respect and constructive communication is required for the success of a teacher/school – parent relationship.

- A teacher may not address a parent who is under high emotional stress evident through an emotional outburst of aggression / anger. She may request the parent to calm down and meet her on another day. Effective problem solving does not result under heightened negative emotions.
- A teacher may need to provide feedback to parents from time to time. This may cater to their child's behavior/performance and also to the parenting style/home environment. Parents are requested to respect the feedback in the best interest of their own child, rather than take it personally. Parents are also requested to give their feedback to the teacher in a respectful manner.