



St Anthony's Catholic Primary School

An Academy within The Catholic Academy Trust in South Hampshire

'Children in our heart, Christ at the centre'
'We love, we learn and we live'



Name of Policy	Reporting to Parents Procedure Policy
Reference Number	
Date of e-signoff	September 2025
Headteacher	Katrina Straker
Chair of S&A sub-committee	Anne Taylor
Date for review	September 2026

Reporting to Parents Procedure Policy



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The St Anthony's mission statement is 'Children in our heart, Christ at the centre. We love, we learn and we live.' To live out this mission, we are guided and led by our Catholic ethos that places the Catholic Social Teaching principles of Human Dignity and the Common Good at the heart of our school. We recognise that each of us is unique and loved by God and we are called to lead by example, as Christ did, to show respect and love to every person because each of us is made in the image of God.

This document has been drawn up in a response to parent voice, discussed with teaching staff, and finalised in consultation with the Governing Body of the School. It recognises that for many parents who work, virtual parent teacher meetings are more convenient (eg more than one parent can log into the meeting at the same time and it reduces the need to travel to/from the school site). It also aims to offer the opportunity for parents to select face to face meetings in the classroom for those who wish to see their children's books and meet their child's teacher in person.

In brief, the format for the year will be as follows:

- September: Informal class welcome meeting (either physically on the school site, or virtually).
- October/November: Individual parent/carer and teacher meeting to take place in the weeks following the first assessment period. These face to face appointments will be to discuss targets.
- March: Individual parent/carer and teacher meeting with a review of targets set in October and general discussion. This face to face meeting will take place following the second assessment period.
- July: A summative report covering all curriculum areas and the option of a parent/carer and teacher meeting or phone call if parents wish.

September Meeting:

This will take place in the children's classrooms after school pick up whenever possible, and will last for approximately 30 minutes. If it is not possible for this meeting to be held on the school site, the meeting will take place virtually, later in the evening so that as many parents are able to attend as possible. It will be a general meeting when the teacher will introduce him/herself. During this meeting the teacher will advise parents/carers of the curriculum themes for the year, homework/reading expectations, probable visits / residential trips and class routines. This is not the forum for individual grievances or discussing an individual child's progress. For Year 6 (as the vast majority of Year 6 parents are working) this meeting will be virtual at 7.30pm to enable more parents to attend.

October/November Meeting:

This is an individual parent/carer teacher meeting with appointments taking place over two designated nights. Appointments can be booked via an online booking system. Appointments will be 10 minutes long and will take place face to face, in response to feedback from the

previous parent meetings. During the meeting, the class teacher will give the parent/carer an information sheet for their child, which will include predicted end of year levels for English reading, writing, SPaG (spelling, punctuation and grammar) and Maths. Pupils' books will be available for parents to review whilst waiting for their meeting.

It is essential that parents/carers arrive promptly for their allocated time. Due to the pressures of timetabling parent meetings for every child, if parents arrive late for or miss their allocated meeting time, they will be offered the chance to have a follow up meeting by phone with their child's teacher on another day.

March Meeting:

As before, this will be an individual 10-minute meeting over two designated nights, booked via an online system. Appointments will be 10 minutes long and will take place face to face. The purpose of this meeting will be to discuss general progress towards predicted targets and a chance for parents to share any concerns. Pupils' books will be available for parents to review whilst waiting for their meeting.

Again, it is essential that parents/carers arrive promptly for their allocated time. If parents arrive late for or miss their allocated meeting time, they will be offered the chance to have a follow up meeting by phone with their child's teacher on another day.

July:

A full summative report covering all curriculum areas will be sent home to parents/carers. If parents are concerned by the contents of the report they are able to make an individual appointment with their child's class teacher to discuss their concerns. Any appointments organised at this time in the year will take place virtually or by phone call if parents are unable to attend the school site after pick up.

Tapestry:

In the Preschool and in Year R, parents are informed of their child's progress via an online journal updated constantly.

SEND:

Please see the SEND policy for reporting to parents arrangements.