



### **Queen's Park Mission Statement**

Bravely navigate a changing world—with curiosity, confidence, and joy.

### **Queen's Park Vision**

Our children love coming to school. They experience success through strong, trusting relationships, a deep sense of belonging, positive connections with others, and the courage to challenge themselves.

We celebrate the strength of our diverse community. We create a safe, welcoming environment where every child is seen, heard, and truly valued. Learning is exciting and challenging, with plenty of opportunities to explore new ideas, aim high, and discover individual talents.

We encourage children to ask big questions, stand up for what they believe, and understand different perspectives.

Together with families, we help children develop the knowledge, skills, and character they need to thrive in a changing world. We want every child to feel proud of who they are—and brave enough to shape a better future.

### **Queen's Park Values**

Kindness - Integrity - Excellence - Collaboration

# Parents' Evening Meeting

Date	September 2025
Review Date	September 2026

### **Parents/Carers Evening at Queen's Park – Expectations for All**

#### **Parents/Carers**

- Book a convenient time to talk to the teacher.
- Follow parent code of conduct.



## Parents' Evening Meeting

- Families are encouraged to use the café to wait for appointments, chat to non-teaching staff and browse the information leaflets.
- Where parents are separated, attempts made to attend together are appreciated where possible.

### Children

- Are able to attend alongside their parents/carers, if their parents feel that it is in their best interest.

### Teachers

- Encourage any parent asking to speak to you, to attend Parents' Evening.
- A week before, check who has booked an appointment and encourage those who haven't to do so. Direct those finding it difficult to book to the Family Champion who will be on the playground with the laptop at the end of each day.
- If any parent is unable to attend, teachers will request a meeting/telephone call with the parents/carers the following week.
- Those doing job shares should do one set of meetings on one of the days.

### Teaching Assistants

- Communicate with the class teacher on important information to discuss with parents/carers.
- Support the teacher in preparing an inviting classroom and book organisation.

### Learning Mentors

- To attend Parents' Evening meetings for key children where appropriate.
- To be available during Parents' Evening when possible. To claim overtime for this.
- When not at separate meetings, base themselves in the café.

### Admin staff

- Will send out appointment dates well in advance (4 weeks prior).
- On the day that Parents' Evening appointments are released, send a ping to all families.
- Offer assistance to any parents struggling to fill in online request.
- Put up signs around the school welcoming parents/carers and directing them.
- Prepare whole school information leaflets to be displayed in the café.
- Prepare attendance information to be shared with parents/carers during Parents' Evening.

### Family Champion

- On the day that Parents' Evening appointments are released, call any families that may find it difficult to attend.
- The week prior to parents evening, take the laptop into the playground at the end of the day so that parents can book appointments - find cover for road/gate duty at the end of the day.
- Coordinate the production and distribution of relevant leaflets.
- Ne available during Parents' Evening when possible. To claim overtime for this.
- When not at separate meetings, base themselves in the café.

### SENDCo and SLT

- Are available during parents evening and able to attend meetings alongside teachers if required.

## Parents' Evening Meeting

- Are also available to attend meetings at short notice should a conversation require.
- Will be available throughout the allocated time and will base themselves in the central café.

### **Premises Officer**

- Prepare the downstairs hall for a café – seating, refreshments, music.
- Put our eco clothes out for parents/carers to take.
- Ensure the site is safe, clean and litter free.
- Inform cleaning staff of dates and duties.

### **Please read this in conjunction with:**

- Communications Policy
- Parents Code of Conduct
- Separated parents' policy