Standard Operating Procedure (SOP)

Scheduling and Notification Procedures for Parent-Teacher Meetings

This SOP describes the **scheduling and notification procedures for parent-teacher meetings**, ensuring timely communication and effective coordination between parents and educators. It covers the process of setting meeting dates, sending invitations, managing confirmations, providing reminders, and handling rescheduling requests. The goal is to facilitate productive parent-teacher interactions, enhance student support, and promote collaborative engagement in the educational process.

1. Purpose

To outline a structured process for scheduling, communicating, and managing parent-teacher meetings, ensuring all parties are informed, prepared, and able to participate effectively.

2. Scope

This procedure applies to all administrative staff and teaching personnel involved in the organization and execution of parent-teacher meetings.

3. Procedure

1. **Initiation & Scheduling**
   - Determine and approve the dates and times for scheduled parent-teacher meetings within the academic calendar.
   - Allocate meeting slots for each student, considering teacher and parent availability where possible.

2. **Invitation & Communication**
   - Prepare formal invitations detailing the date, time, mode (in-person/online), and agenda of the meeting.
   - Send invitations to parents via designated communication channels (email, SMS, app, letter, etc.) at least two weeks in advance.

3. **Confirmation & Follow-up**
   - Request confirmation of attendance from parents within a specified timeframe (e.g., 5 working days).
   - Record confirmations and update the meeting schedule accordingly.
   - Follow up with non-responding parents through reminders sent a week and then two days before the meeting.

4. **Reminders**
   - Send a final reminder to confirmed participants (parents and teachers) 24-48 hours before the meeting date.

5. **Rescheduling Requests**
   - Provide clear instructions for requesting a change of meeting time or date.
   - Accommodate rescheduling requests when possible and communicate any changes promptly to all involved parties.

6. **Post-Meeting Follow-up**
   - Document meeting outcomes and provide relevant notes to parents (as appropriate).
   - Address any action items or additional communications as required.

4. Roles & Responsibilities

- **Administrative Staff:** Coordinate scheduling, send communications, manage confirmations, and handle logistics.
- **Teachers:** Attend meetings, prepare progress reports, and engage with parents.
- **Parents/Guardians:** Confirm attendance, participate in discussions, and follow up on action items.

5. Communication Channels

- Email

- School management platform/parent portal
- SMS/mobile app notifications
- Printed letters (if required)

6. Documentation & Record-Keeping

- Maintain records of invitations sent, confirmations received, rescheduling requests, and meeting notes in accordance with school policies.
- Ensure compliance with data privacy guidelines when handling parent and student information.

7. Review

This SOP should be reviewed annually and updated as needed to reflect changes in communication methods, scheduling preferences, or institutional policy.