

SOP: Scheduling Parent-Teacher Meetings

This SOP details the process for **scheduling parent-teacher meetings**, covering the steps for organizing meeting dates and times, communication methods with parents, coordinating teacher availability, confirming appointments, and managing rescheduling or cancellations. The goal is to facilitate effective communication between parents and teachers, ensuring timely discussions about student progress and fostering a collaborative educational environment.

1. Preparation

- Determine the **meeting period** (e.g., mid-semester, end of term).
- Prepare a preliminary **schedule of dates and times** based on school calendar and teacher availability.
- Gather and update **contact information** for all parents/guardians.

2. Communication with Parents

- Send an initial **notification** to parents informing them of upcoming meetings. Acceptable methods include:
 - Email
 - School communication app/portal
 - Printed letters
 - Phone calls (if necessary)
- Include:
 - Purpose of meeting
 - Available dates and times
 - Instructions for booking preferred slots
 - Contact for inquiries or assistance

3. Coordinating Teacher Availability

- Collect **teacher schedules and preferences** prior to opening slots to parents.
- Ensure no conflicts with other school events.
- Create a **scheduling matrix** (see sample below):

Date	Time Slot	Teacher	Status
April 10	3:00–3:20 PM	Ms. Smith	Available
April 10	3:20–3:40 PM	Mr. Lee	Booked

4. Booking Process

- Provide instructions and a deadline for parents to submit their **preferred time slots**.
- Use one of the following methods:
 - Online booking system/calendar (if available)
 - Email responses
 - Return of signed forms/letters
 - Phone booking (when required)
- Assign meeting times on a **first-come, first-served** basis, ensuring no double bookings.
- Update the scheduling matrix regularly.

5. Confirmation of Appointments

- Send **confirmation messages** to parents, including:
 - Date and time of appointment
 - Meeting format (in-person/virtual) and location or joining instructions
 - Contact information for changes/cancellations

6. Managing Rescheduling or Cancellations

- If a parent or teacher requests a **change**, consult the scheduling matrix for available slots.
- Communicate promptly to arrange a new appointment and update all parties involved.
- Mark cancellations in the system and notify relevant staff.

7. Documentation and Follow-Up

- Maintain a **record** of scheduled, completed, rescheduled, and canceled meetings.
- Gather feedback after meetings to improve the process.

Note: Ensure all data handling complies with relevant privacy and school policy requirements.