



# Spencer Park Primary School Parent Interviews Procedure

Interviews, where possible, should be face to face, although it is recognised that a telephone conversation may be the only way to contact some parents for a variety of reasons.

**In conducting a formal documented parent interview, staff need to inform parents that:**

- Key information will be written down so that teacher and parent can follow up where necessary.
- The information is confidential.
- During the interview it is the teacher's responsibility to ensure privacy. This may mean curtailing the interview so that arrangements can be made.
- If at any time during an interview a parent behaves inappropriately, a teacher has the right to curtail the interview and/or seek support from the principal/deputy principals.

**A teacher should:**

- Inform the principal that an interview will take place.
- Provide the principal with a copy of the interview records.
- Place a copy of the interview notes into the student's record file.

Please note that this procedure does not include the incidental minor "chats" that teachers conduct quite regularly at the conclusion or commencement of the school days. The information from these should only be recorded when the "discussion" takes a more serious turn. This will require a teacher to make a professional judgement about the nature of the content of the discussion.