

Parent–Teacher Meetings Information Sheet for Schools

VICTORIAN CATHOLIC EDUCATION MULTI-ENTERPRISE AGREEMENT 2018

Overview

The purpose of this information sheet is to outline the requirements for part-time teachers to attend parent–teacher meetings under the *Victorian Catholic Education Multi-Enterprise Agreement 2018* (VCEMEA 2018).

All teachers are expected to attend parent–teacher meetings for their students in accordance with their professional expectations under the VCEMEA 2018 and the Australian Institute for Teaching and School Leadership (AITSL) *Australian Professional Standards for Teachers*. The Standards can be found on the [AITSL website](#).

Requirements for part-time teachers attending parent–teacher meetings

The requirements and entitlements of part-time teachers in relation to scheduled class time and other duties are provided for in clause 59.2 of the VCEMEA 2018. A part-time teacher shall be expected to undertake a proportional number of duties normally expected of a full-time teacher, for example, yard supervision, staff meetings, parent–teacher meetings etc. It is also a professional expectation for part-time teachers to attend parent–teacher meetings.

In the circumstances that the employer requires the attendance of a part-time teacher at parent–teacher meetings, the employer and the part-time teacher will consult regarding the arrangements for attendance at the meetings in accordance with clause 59.2(d) of the VCEMEA 2018.

Consultation requirements for parent–teacher meetings

Employers are required to consult with part-time teachers regarding the arrangements for attendance at parent–teacher meetings in accordance with clause 59.2(d) of the VCEMEA 2018. Employers are also encouraged to provide a sufficient amount of notice to all staff regarding the times of attendance to allow teachers to make suitable arrangements for personal responsibilities, including family and caring responsibilities.

Payment for part-time teachers attending parent–teacher meetings

Part-time teachers are required to be paid for work which occurs during the normal school hours of the school, i.e. between the hours of 9.00 am and 3.30 pm.

A part-time teacher will only be entitled to receive an additional hourly rate of pay where the employer requires the part-time teacher to work additional hours outside their ordinary hours of work, provided that the hours fall within the normal school hours (i.e. between 9.00 am and 3.30 pm). For these ad hoc additional hours, the part-time teacher is entitled to be paid an 18% loading for each hour worked in excess of their ordinary hours in accordance with clause 59.2(e) of the VCEMEA 2018. Schools can also find the appropriate rates of pay for part-time teachers' ad hoc additional hours in Table 14 under Schedule 10 of the VCEMEA 2018.

By way of example, in the circumstances that the parent–teacher meetings are conducted during scheduled class time for which the part-time teacher is **not** normally required to attend, then the part-time teacher is entitled to be paid at the additional hourly rate of pay as per clause 59.2(e) of the VCEMEA 2018.

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Example

A part-time teacher ordinarily has scheduled class time from 9.00 am to 1.00 pm. Parent–teacher meetings are scheduled from 12.00 pm to 6.00 pm and the part-time teacher is required to attend. As a portion of the parent–teacher meeting is being conducted outside the scheduled class time for which the part-time teacher is normally required to attend, the part-time teacher would be entitled to receive the additional hourly rate of pay during the period when school hours would normally take place, i.e. from 1.00 pm to 3.30 pm.

However, if parent–teacher meetings occur or continue outside normal school hours (i.e. after 3.30 pm) and the part-time teacher is required to attend, that attendance is considered a professional expectation. Consequently, part-time teachers will not be entitled to receive any additional payment for these hours of work.

Example

A part-time teacher does not have any scheduled classes on the day that parent–teacher meetings are scheduled. The meetings are scheduled from 3.30 pm to 7.00 pm and the part-time teacher is required to attend. As the parent–teacher meetings are taking place after normal school hours, the part-time teacher’s attendance is considered a professional expectation and they are not entitled to receive any additional payment for their attendance.

Requirements for education support employees attending parent–teacher meetings

An education support employee may, at the discretion of the principal, be directed to attend parent–teacher meetings in accordance with clause 71.1(b) of the VCCEMA 2018.

If the education support employee works in excess of their weekly hours as a result of attending the parent–teacher meetings, the employee may elect to either be paid for these excess hours at an overtime loading of 33.3% of their normal hourly rate (clause 71.5 of the VCCEMA 2018) or, with the consent of the employer, take time off in lieu of payment for overtime at a time agreed with the employer (clause 71.6 of the VCCEMA 2018).

Queries and further information

For enquiries regarding this information sheet, please contact the Employee Relations Unit on 03 9267 0431 or ceoir@macs.vic.edu.au.

A full copy of the [Victorian Catholic Education Multi-Enterprise Agreement 2018](#) is available on the CECV website.