

## Parent–Teacher Interviews

All teachers are expected to attend parent–teacher interviews for their students as set out in the *AITSL Australian Professional Standards for Teachers* ([Professional Standards](#)). The Professional Standards can be found on the [AITSL website](#).

### *Part-time teachers*

The requirements and entitlements of part-time teachers for attendance at parent–teacher interviews are provided in Clause 59.2 of the VCEMEA.

A part-time Teacher shall be expected to undertake a proportional number of duties normally expected of a full-time teacher in that school, e.g. yard supervision, staff meetings, etc.

### *Consultation requirements*

Principals must consult with part-time teachers regarding arrangements for attendance at parent–teacher interviews pursuant to clause 59.2(d) of the VCEMEA. Principals should consider how they plan to accomplish this as early as possible, and provide enough notice to enable general consultation, and to also allow teachers to make suitable arrangements for other responsibilities, including family responsibilities.

### *Payment for part-time teachers*

If the Parent–Teacher interviews 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 payment for additional hours as per clauses 59.2(e) of the VCEMEA.

For example, a part-time teacher who usually has scheduled class time (SCT) in the morning only, would be entitled to receive payment where they are required to attend school for Parent–Teacher interviews conducted during the afternoon (when SCT would normally take place).

However, if Parent–Teacher interviews occur or continue after SCT (e.g. 3.45 – 6.00 pm) and teachers are required to attend, then that attendance is part of the normal professional expectations for the teacher. Consequently there is no entitlement to any additional payment.

### *Education support employees*

An education support employee may be directed to attend parent–teacher interviews in accordance with Clause 71.1(b) of the VCEMEA. If the education support employee works in excess of their weekly hours as a result of attending parent–teacher nights (or for any other reason), they may elect to either take time off in lieu (with the agreement of the employer) or be paid a loading of 33.3% of their normal hourly rate for the excess hours in accordance with Clause 71.5 of the VCEMEA.