

## **ABSTRACT**

This diploma thesis deals with the issue of parental evenings and their associated preparation, realization, process and communication of beginning teachers of primary school with pupils' parents. The aim of the diploma thesis is to create a set of procedures and recommendations based on the data obtained from starting teachers and parents, which have been successfully implemented in practice and can be inspired not only by other novice teachers. In the theoretical part, the diploma thesis identifies competencies that enable the teacher to effectively manage this professional situation and, on the basis of professional literature, it provides examples of conduct that contribute to better preparation and process of parental evenings. Research in the empirical part follows the cases of four beginning teachers. Methods which were used are observation, semi-structured interview and questionnaire. The research of this diploma thesis lasted for six months, during which were observed parental evenings, followed by interviews with beginning teachers. The whole research was completed with a questionnaire created for parents. The obtained data was then evaluated and compared with the theoretical part. After six months of co-operation with participating teachers, data collection and evaluation, it was possible to create an overview of the functional steps that had success in parental meetings. This should be a guideline for progressing and summarizing recommendations that are positively accepted by both teachers and parents when planning and implementing parental meetings. The teachers' attitude and effort have a big influence on the teacher's overall perception by parents and the process of classroom meetings. The most common support get the beginning teachers from their colleagues, who help with the preparations, and which should not be underestimated. Teachers should not ignore inspiration from available professional resources that can bring some distinctive elements into the process. Creating a curriculum is a basic tool in teacher preparation, which should include all the points needed to refer to parental evenings. Omitting just one of them can sometimes negatively affect relationships with parents.