Wednesday, 24th February 2016

Dear Parents,

RE: TWO WAY PARENT MEETING TERM ONE 2016

As indicated on the school website, on the Term Planner and on the Parent Information Evening, this term you are being offered a 15 minute TWO-WAY MEETING (teacher and parent). This is a valuable opportunity for us both to share important information about your child and their learning.

As parents you are given an opportunity to:

- ask questions and clarify any matters of concern with the teacher
- share any relevant information (For example: strengths and challenges both academically, socially and emotionally; any home issues that may be impacting on your child socially / emotionally)

As teachers we are given an opportunity to:

- listen and respond to parent questions and concerns
- share student’s academic and social progress

The interviews will be held in the Year Three Gold classroom. Please be prompt as the interviews are only 15 minutes long and they are scheduled back-to-back. Therefore, it is important that allocated times are adhered to.

Thank you and I look forward to meeting with you.

Yours sincerely,

Daniela Walker

Class Teacher - Year Three Gold
TWO-WAY MEETING TIPS FOR PARENTS from the St Emilie’s School Leadership Team

Be on time please
Start off right and please get to the conference on time. Remember that other parents may also have conferences scheduled right after you. Unfortunately, if you arrive late, you may miss your conference altogether. Likewise, plan on ending the conference at the scheduled time, so that other parents can also start their meeting on time.

Be yourself and be positive
Try to arrive relaxed; focus on just being yourself and approach the meeting positively. Remember that you and the teacher both want the same thing: to help your child to do their best and to be their best.

Be polite and calm
Being calm and polite during the meeting is important. Respectful communication is the most effective way to work together with your child’s teacher. Arriving angry, frustrated or upset during a parent teacher meeting makes it really difficult to have a productive conversation. Please politely ask for explanations of anything you don’t understand.

Listen carefully
Listen carefully to what your teacher says. If you don’t understand something they are saying (e.g. an educational term or an explanation of a school policy), please do not be afraid to ask for clarification. It’s important to understand clearly what your child’s teacher is telling you.

Ask important questions first
Ask the important questions early in the meeting, otherwise you may run out of time.

A simple thank you...
A simple thank you to the teacher for his/her time and support of your child, as well as for anything specific he/she has done to help your child settle into their new class so far is always motivating for staff and really appreciated.

Talk with your child after the meeting
At some point after the meeting, tell your child you enjoyed meeting with their teacher and depending upon their age, what you discussed. Emphasise the positive points and be direct and be honest about any areas that may need working on. Keep the conversation as positive as possible while assisting them to ‘own’ their choices and make a plan for the future! Keep goals simple and targeted and try to assist them to come up with the steps to achieve their goals.

Keep in touch with the teacher
Stay in touch with your child’s teacher. This will help you to continue to strengthen the parent-teacher partnership and will be an important part of your child’s success here at school. When a child sees his/her parents and teachers are working together, they learn that their well-being and effort in all areas of school life is valued both at school and at home.

Thank you for all your support
Dear Parents,

To allow us to maximise the time we will have together in our meeting, please complete and return answers to the questions below (if applicable) by Thursday 3rd March so that I can be well prepared for our interview together.

Many thanks,

Daniela Walker

1. Name of your child: ____________________________________________

2. Sibling order of your child: □ 1 □ 2 □ 3 □ 4

3. Some of your child’s hobbies / interests:

4. How would you describe your child’s personality out of school:

5. Your child’s strengths - what are they good at? (physical, social, emotional, academic)
6. Your child’s challenges: (physical, social, emotional, academic)

7. Your child’s attitude / organisational skills / application to Purposeful Practice:

8. What your child has to say about school life in general:

9. Other things I may not know about your child or family that might be useful for me to know:

10. Who does your child say they enjoy playing with at school? Any friendship issues?

11. Any other questions you may have:

Thank you for going to the effort to complete this form – it is very much appreciated!