

WAYS TO KEEP IN TOUCH WITH YOUR CHILD'S TEACHER DURING THE YEAR:

- ❖ Write a note if you have information that would be beneficial for the teacher to know.
- ❖ Telephone your child's teacher to make an appointment or schedule regular chats.
- ❖ Read classroom notes, the school's newsletter and / or online information website.
- ❖ Get involved with working bees, parent help rosters, fundraising and other school activities.
- ❖ Become involved in your school association or attend your school Parents & Friends or other parent group meetings. Meet other parents and school staff and discuss the future of education.



ABOUT US:

Tasmanian State School Parents and Friends Inc is an independent community based organisation, which was founded in 1947 to provide a key support network and independent voice for parents of students in our state schools.

One of our key objectives is to provide accurate information, useful guidance and resources to parents.

For more information on the roles of office bearers, conducting a meeting or setting up your parent group contact our office by phone, email or call into the office.



More information can be found online at:

www.parentsandfriendstasmania.asn.au

or

contact our State Office:

Ph: 6234 9488 Fax: 6234 9378

email:

admin@parentsandfriendstasmania.asn.au



TASMANIAN
STATE SCHOOL
PARENTS & FRIENDS
INCORPORATED



Helpful Hints for Parent Teacher Meetings

PARENT TEACHER MEETINGS

PROVIDE:

- ❖ Opportunities to share information about your child's progress, interests and needs.
- ❖ Opportunity to foster positive and respectful relationships between home and school.

Information and knowledge shared may support greater learning outcomes and assist in the overall success of students.

BEFORE THE MEETING:

Make a list of any specific questions you want to ask your child's teacher(s).

Ask your child what he/she would like to ask or tell his/her teacher.

Think about any specific information or special things you will need to let the teacher know, e.g. any health issues or changes that have had an impact on your child.

Look at the current and previous reports and compare.

If your child is to attend, it is important to prepare them for the meeting by discussing your expectations of their role in the meeting.

Take a pen and paper to take notes if required. Some teachers may take notes and provide a copy for you at the end of the meeting.

DO YOUR BEST TO BE ON TIME:

In order to fit everyone in, teachers have to stick to a fairly tight schedule during the meeting hours.

If you have to cancel your appointment, phone the school to let them know and you can re-book for another meeting date. If you need additional time, do not hesitate to make an additional meeting time with your child's teacher.

AT THE MEETING:

Parent – Teacher meetings involve the sharing of information about learning outcomes and collaboration through open communication.

Begin on a positive note. Mention something that your child enjoys about the school or the particular classroom they are in.

Try to keep your body language positive.

If your child is attending the meeting, discuss the expectations you both have in regards to why the meeting is being held.

Let the teacher know your child's interests, hobbies, strengths and areas where they may need extra encouragement.

Ask the teacher about the classroom rules and discipline, homework procedures and overall expectations for students.

Check up on your child's social interactions at school as well as their academic progress.

Ask about your child's work habits, behaviour, participation and learning style.

How do they get along with others? Is there anything you should know about their social / emotional progress?

If the teacher raises concerns, don't get angry or defensive. Remember that talking about concerns is the best way to make sure these are addressed before they grow bigger and that your child has the support he / she needs to make improvements.

Ask the teacher what is the most important thing I can do at home to support my child's learning? Ask questions, listen and share ideas that may have worked for you at home and be an active part of planning ways to help make things better.

End the meeting on a positive note, by shaking hands and thanking them.

WHEN YOU GET HOME FROM THE MEETING:

- ❖ Speak honestly with your child about the discussions you had with their teacher.
- ❖ Let them both know the positives and any problem areas that were discussed, as well as plans that you and the teacher made to help your child make improvements.
- ❖ Start right away on any plans for improvement and be consistent. This helps show your child that you consider them important and that everyone (parent, teacher and child) can work together to make positive changes. It also works as a model for your children on how to take on problems and turn them around.
- ❖ If you have a partner or spouse who was unable to attend the meeting, fill them in on the information as soon as possible.
- ❖ Keep in regular contact with the teacher. A follow-up phone call, written note or email extending an invitation for the teacher to call you at any time to keep in touch, you could also include a thank you for any recommendations made. If required, phone the teacher and organize a follow-up meeting where you can check up on how things are going.

*“parents -
the essential element!”*