

TIPS FOR PARENT-TEACHER CONFERENCES

PREPARATION

- Prepare a fact sheet of all pertinent data for each child and have a sample of the child's work on hand
- Prepare to discuss the child's:
 - strengths and weaknesses
 - work habits and overall attitude
 - social and emotional development
- Be prepared to discuss various facets of the school and its programs, in particular:
 - curriculum
 - discipline policy
 - attendance policy
 - evaluation methods

THE CONFERENCE

- Establish a relaxed atmosphere
 - greet parents at the door
 - be informal
- Open with a brief non-school comment, if possible, related to the family (new job, baby, or new home, etc.)
- Be positive in your comments
- Use everyday layman's language and avoid educational jargon
- Do not compare students. Deal with each child as a unique individual
- Focus on the student's strengths, followed by areas where improvement may be necessary (have examples ready)
- Provide suggestions for ways to improve, and also ways in which the parents might be involved
- Listen, and give parents the opportunity to ask questions and make comments
- Obtain a more "global" picture of the student by discussing his home and extracurricular activities
- Establish a concrete follow-up, or plan of action, in cooperation with parents which will monitor progress and maintain contact with them
- Thank the parents by assuring them of the desirability of maintaining contact if they have any concerns or questions
- Walk the parents to the door

POST CONFERENCE

- Make some general comments characterizing the conference
- Note specifically any action which has been agreed upon
- Record when the actual follow-up was accomplished
- Keep records and maintain contact