



*Learning, growing, caring, sharing*

## Tips and tools for parents/carers



**Helping you talk to your child's teacher**

The parent/carer/teacher meeting is an important time to share ideas and information with your child's teacher. You can also discuss ways to help your child develop strengths and overcome challenges. These 10 tips will help you get the most out of your time with the teacher. Remember: at many parent/teacher meetings, your time will be limited.

1. **Be prepared.** Before meeting the teacher, think about what you want to know and understand about your child's school experience. Write down key questions you want to ask.
2. **Ask yourself questions.** Focus on what you want to get out of your parent/teacher meeting by asking yourself questions. For example, "What methods are being used to teach my child?" or "What can I do to get involved in my child's learning?"
3. **Talk to your child before.** Ask your child what they think they are good at and what needs improving. Let them tell you how they feel about school, the teacher and getting along with others.
4. **Arrive ready.** Be sure you come to the parent/teacher meeting in a positive frame of mind and with all the materials you need. Bring the questions you prepared in advance.
5. **Relax and feel confident.** You know your child best and want what's best. Remember, the teacher also wants your child to be successful.
6. **Be clear about what's being said.** If you need clarification or have concerns about an answer the teacher gives, ask the teacher to explain it further. Don't be satisfied until you fully understand.

7. **Think about what was discussed.** Take some time to think about what you and the teacher talked about. If you are still unclear about something or want to ask more questions, don't be afraid to call the teacher to talk further.
8. **Follow-up at home.** Talk with your child after you have met with the teacher. Discuss what was talked about in the meeting, focusing on the positive and how to achieve the goals that you set.
9. **Keep a log or journal.** Write down the actions you take and any observations about your child. This is important information that can be shared with the teacher at the next meeting.
10. **Arrange the next meeting, if necessary.** Set a date when you will call the teacher for an update on your child's progress or to arrange another meeting.