

Examples of questions

- Is my child's literacy and numeracy progress satisfactory?
- What activities does my child seem to enjoy the most at school?
- How is my child progressing in comparison to others in his/her year level?
- What are the children working on now in class?
- What kinds of things will the class be doing over the next few weeks?
- Does my child ask questions, participate in class discussions and class room activities?
- Do you have any problems with my child in class?
- Do you have any concerns about my child?
- Does my child cooperate and follow the rules and routines during class time?
- Can you tell me the best time and way to contact you (the teacher) if I have a query or concern?
- What can I do as a parent to help my child progress in school this year?

Parent Teacher Interview

Parents can prepare questions and/or comments about some of the following areas:

- Child's progress, strengths and weaknesses
- Child's attitude
- Child's behaviour
- Child's relationship with peers
- How to help at home
- Child's response to rules and discipline
- Curriculum

Teachers will strictly adhere to the timeslots and this may mean that they will quickly conclude an interview.

Remember the interview is only a short period of time and is designed as a "touch base" and brief update.

If there are substantial concerns or issues that need to be discussed in depth the Parent/Teacher night isn't the forum.

Please arrange an alternate meeting time with your child's teacher.

Telephone: 49591788

Email: toronto-h.school@det.nsw.edu.au

Website: www.toronto-h.schools.gov.au



Parent Teacher Interviews

Essential Conversation Tips for Parents



Before the Interview

Be Prepared

- Plan and write down your specific questions before the interview.
- Reinforce factors/issues the teacher/s needs to be aware of.
- Is there anything about your child that you think the teacher should know?
- Talk with your child before the interview and ask him/her if there is anything in particular he/she would like raised at the interview.
- What does your child like about school?
- Does your child have worries or concerns about school you want to raise?
- Are you concerned about a particular area of learning such as reading, maths, or social skills?
- Sometimes things change at home, for example- change of job, change in living or working arrangements or sudden grief situations. These are important things for teachers to know so that they may be of support for your child/children.

Punctuality

- Be on time.
- Know where the interview is to be held.
- When you have more than one teacher to see, try not to have consecutive appointments too close together – in case, someone is running late.

During the Interview

Teachers will strictly adhere to the timeslots and this may mean that they will quickly conclude an interview.

Attitude

- Approach the interview with a positive and relaxed attitude.
- See it as an opportunity for a two way discussion where you will be informed as well as actively contribute.
- Set the scene for a positive and constructive meeting by using open and positive body language.

Communication

- Respect the teacher's professional skills and expertise.
- Be constructive.
- Discuss issues without getting personal.
- Express your needs and concerns calmly.
- Remember you both want what's best for your child.

Listen

- The best communicators are active listeners.
- Clarify points not completely understood.
- If you don't understand the 'jargon' ask for meaning.

Ask your prepared questions!

After the Interview

For parent teacher meetings to succeed, parents need to follow up matters discussed at the meeting. An important part of the parent's role begins after the interview.

- Discuss the meeting with your child.
- Talk about his/her strengths and **CELEBRATE** these!
- Ask your child where improvements can be made.
- Negotiate a plan with your child that encourages them to take responsibility for their own learning.
- Follow up agreed action as soon as possible.
- Give the teacher feedback on action taken.

REMEMBER:

You are encouraged to be in contact with your teacher at any time.