



## **Tips for Parent Teacher Conversations**

### **1) Getting Ready**

#### **1. Think about your goals**

- What are you most interested in wanting to learn about your child (e.g. their math progress, attention, friendships).
- Write down 2-3 main questions so you don't forget to ask them during your conversation.

#### **2. Gather what you've noticed at home**

- Share your observations on what you are seeing (e.g. your child avoids reading but enjoys working on math homework or gets discouraged when writing).
- Give specific examples to help illustrate your points

#### **3. Talk with your child**

- In a relaxed way, check in with your child to learn how they are feeling about school or a specific subject. This helps you understand your child's perspective and prepares you for the conversation with their teacher.

### **2) During the Conversation**

#### **1. Come with an open mind**

- Teachers want to support your child. Approaching the conversation positively helps set a collaborative tone
- You might begin by sharing something your child is enjoying about school. Teachers are at their best when they feel you're working together as a team.

#### **2. Ask open-ended questions**

Open-ended questions encourage more thoughtful, detailed responses. Instead of asking “Are they doing ok in school?” Try:

- “What are some of their strengths in math?”
- “What skills should we focus on at home?”
- “What challenges are you noticing with their reading?”
- How do they handle new or difficult tasks?”

#### **3. Listen and take notes**

- Your child's teacher spends many hours observing your child and has valuable insights into their academic, emotional and social growth. Take time to listen fully.
- Taking notes helps you remember important points. This will be particularly helpful if one parent can't attend the meeting.

#### **4. Share your thoughts**

- It's helpful for your child's teacher to hear what is happening at home. Children sometimes act differently at home than in school and your perspective can offer important context.
- Specific examples make your insights more useful and help the teacher see the full picture.

#### **5. Ask for next steps**

- Leave with a clear understanding of what comes next. What will the teacher do? What can you be doing at home?
- Ask what will be the best way to check-in again: by email, phone, or another meeting? And when will that happen: in a few days, a week, a month?

### **3) After the Conversation**

#### **1. Follow up**

- Teachers appreciate a brief note or email thanking them for their time and suggestions. If you've already tried something at home, share how it's going.

#### **2. Stay in touch**

- You don't need to wait for the teacher to reach out. Send a quick update after the time you agreed upon and share progress or ask follow-up questions.