

PREPARING FOR YOUR FIRST (or any) PARENT-GUARDIAN TEACHER MEETING

- Check with other teachers / SMT what is formally required of you
- Attendance Register with contact details
- Connect parent-guardians to learner - Name tags (if you have time/ energy)
- Have your teacher file and
 - all the content you covered
 - all the assessment tasks (FATs and informal ones)
 - your class list with all the marks (so you know/ can show where each learner is in relation to the rest)
 - hopefully a comment about each learner you teach (although it is so hard after just the first term with teachers having so many learners!)
 - big assessments/ what the May/June FATs will look like, i.e. what the learners need to be aware of and focus on in Term 2.

1. HANDOUT

Prepare a 1 pager for parent-guardians to take home with main points. Also to share with those who could not attend

2. INTRODUCE YOURSELF -

- Newly Qualified
- Background / Qualifications; where you studied; Interests
- Any other relevant information
- Teaching Style
- Classroom Management Style
- Name and Contact details on Board

3. SHARE EXPECTATIONS

- Class teacher/ Subject Teacher
- Importance of Routine; Homework;
- Requirements to books; stationary etc
- Discipline / code of conduct / School rules/ Classroom rules
- Medical certificates – what happens if learner misses an assessment etc
- Communication – How and when; How long it will take you to reply; Individual appointments; Emergency situations
- Importance of PT Meetings - What to do if you can't attend a PT meeting
- Partnership - to ensure the optimal development of the child

4. SUBJECT INFORMATION

- Curriculum breakdown
- Assessments/ Exams/ Practicals
- Subject requirements

5. OVERVIEW OF TERM 1 (YOU CAN DECIDE WHEN TO DO THIS)

If parent-guardian meeting is after first assessment, then provide a bit more details about the first term work and assessment.

6. QUESTIONS?

- Make a note of the questions posed so that you know what to cover next time.
- If you don't know the answers tell them you will find out and get back to them - make sure you do!!

After meeting you can send the 1 pager to those that couldn't make it - not before because then they use this as a default!!