

## Helpful Hints

- ◆ Confirm your appointment. This allows the teacher an opportunity to properly prepare for the interview.
- ◆ Be on time. Your punctuality will be reflective of your interest in your child's progress at school. If you have to cancel your appointment, phone the school to let them know and you can re-book for another meeting date.
- ◆ Be positive! Remember, you are both working towards the same goals.
- ◆ Stick to your agenda. Focus on one issue at a time.
- ◆ Let the teacher know your child's interests, hobbies, favorite subject, least favorite subject and relationships with friends. The more the teacher knows about your child, the more the teacher will be able to help.
- ◆ Highlight your child's strengths. We all have weaknesses but we built from our strengths.
- ◆ Ask about your child's social interactions as well as his/her academic progress. Ask the teacher how your child gets along with others and if there is anything in particular that you should know about his/her social and emotional progress. Also ask about your child's work habits, behaviour, participation and learning styles.

- ◆ Be clear about what you want out of the interview at the beginning. For example: "Thank you for meeting with me. I would like to discuss my daughter's progress in math."
- ◆ Provide specific examples when explaining a point. This prevents misunderstanding and substantiates your ideas.
- ◆ Share knowledge and experience from the past. Work together on ideas for implementing changes.
- ◆ Listen carefully and be open to other points of view.
- ◆ Be objective. It is difficult to stay focused on your child, the student, if either of you are defensive.
- ◆ Be honest and sincere. Honesty is always the best policy.
- ◆ End the interview on a positive note.



## Rocky Mountain DPAC

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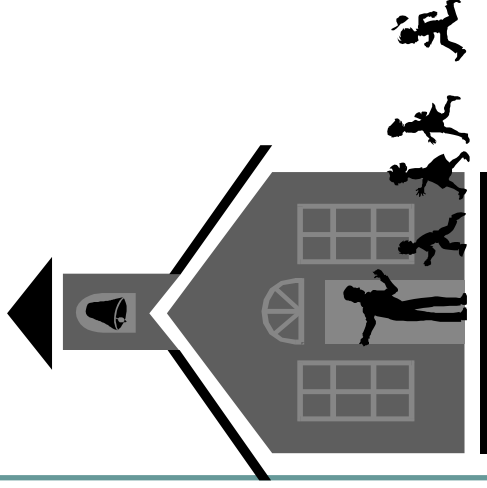
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## ROCKY MOUNTAIN DPAC

### Parent-Teacher Progress Interviews



**“A School  
Community Working  
Together”**

Coming together is a beginning  
Keeping together is progress  
Working together is success.

- Henry Ford

Communication is the foundation of a solid partnership. When parents and teachers communicate effectively, positive relationships develop, problems are more easily solved and students make greater progress. Although everyone has very busy schedules, the best way to really focus on your child's progress is in a face-to-face meeting. Parent-Teacher interviews provide a valuable opportunity to exchange information and/or identify and address common concerns.

**A Progress Interview** allows you to learn more about your child's overall progress in school. Often these interviews occur in conjunction with the issuance of report cards. Your child may be part of the interview.

The objectives for this conference are:

- ◆ To establish good rapport with your child's teacher.
- ◆ To gather further information regarding your child's ability, work habits, behaviour, etc.
- ◆ To offer assistance and support wherever necessary: homework, routine, study habits, extra practice, etc.

### **Before the Interview**

- ◆ Prepare your agenda. Talk with your spouse and your child and decide on any questions or concerns you wish to discuss with the teacher. Make a list.
- ◆ Consider relevant information you wish to convey to the teacher about your child. This information will help the teacher better understand your child.
- ◆ Decide on an order of priority in case time becomes an issue.
- ◆ When possible, arrange for a babysitter for other siblings, so that both parents are able to attend the interview.

### **During the Interview**

- ◆ Don't hesitate to make some notes while the teacher is talking so that you will remember what he/she said once you get home.
- ◆ Refer to your list of questions/concerns to make sure that you haven't left anything out.
- ◆ Discuss roles and responsibilities for the teacher, your child and yourself.
- ◆ Ask the teacher about the classroom rules and discipline, homework, procedures and overall expectations for students.
- ◆ Record the plan of action which has been agreed upon.
- ◆ Summarize the key points at the end of the conference for all to hear. This is to ensure that everyone present hears the same message.

### **After the Interview**

- ◆ Speak honestly with your child about the discussion you had with his/her teacher. Let him/her know both the positives and any problem areas that were discussed as well as plans that you and the teacher made to help your child make improvements.
- ◆ Start right away on the plan of action which was agreed upon at the time of the conference. Don't procrastinate! The sooner the action plan is implemented, the sooner you should see positive results.
- ◆ If you have a partner or spouse who was unable to attend the conference, fill them in on the information as soon as possible.
- ◆ If you find that you are unable to continue with any part of your plan for whatever reason, contact the teacher to discuss possible alternatives.
- ◆ Keep in regular contact with the teacher. As a matter of course, phone the teacher after 2 or 3 weeks as a follow-up to the meeting and to check up on how things are going.