

Guide to Your First Year Parent Teacher Meeting



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The First Year Parent Teacher meeting comes in the second half of your child's First Year in CPC. For those new to Second Level Education, the format for the Parent Teacher meeting is very different from what you will be used to in national School

You can expect that your conversations with teachers are focused and brief. It is estimated that they should take about 5 mins each approx. We expect that the overall meeting will require 50 mins and it will be divided between waiting and meeting individual teachers (virtually). These guidelines are intended to help maintain the focus for this meeting. This Guide will help you in approach for your Parent Teacher Meeting. At the heart of the parent teacher meeting is the expression "Be Heard" an acronym of key principles underlying this annual meeting and these are:

Best intentions assumed

Emphasis on learning

Home-school collaboration

Examples and evidence

Active listening

Respect for all

Dedication to follow-up

Key point for Parents

As a parent, you are your child's first and most important teacher. You and the CPC have something in common. We both want your child to learn and do well. When parents and teachers talk to each other important information about your child's talents and needs is shared. We both can learn something new about how to help your child, our student. Parent-Teacher meetings are a great way to start talking about your child. This Guide will help you make the most of Parent-Teacher meeting so that everyone wins, especially your child.

What should you expect? Like all good conversations, parent-teacher meetings are best when both people talk and listen. The meeting is a time for you to learn about your child's transition to CPC. There is data about your child's attendance, grades, and test scores. Find out whether your child is meeting school expectations reflect and consider whether they are meeting your expectations. This is also a time for the teacher to learn about what your child is like at home. When you tell the teacher about your child's skills, interests, needs, and dreams, the teacher can help your child more.

1 Emphasis on learning. Good parent-teacher meetings focus on how well the child is doing in school. They also talk about how the child can do even better. To get ready for the conversation, look at your child's homework, tests, and notices in advance of the meeting. If you have questions bring the list.

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- 2 Opportunities and challenges:** Just like you, teachers want your child to succeed. You will probably hear positive feedback about your child's progress as well as areas for improvement. Be prepared by thinking about your child's strengths and challenges beforehand. Be ready to ask questions about ways you and the teacher can help your child with some of his or her challenges.
- 3 Review with your child their work, grades, and progress:** You can expect that your child will have an insight into the review. Remind yourself of your child's strengths and needs.
- 4 Make a list of questions to ask during the meetings:** Think about ways you would like to be involved in your child's learning so that you can discuss them with the teacher.
- 5 Progress:** Find out how your child is doing by asking questions like: Is my child performing at or above the appropriate level? How is he or she doing compared to the rest of the class? What do you see as his or her strengths? How could he or she improve?
- 6 Your thoughts about your child:** Be sure to share your thoughts and feelings about your child. Tell the teacher what you think your child is good at. Explain what he or she needs more help with.
- 7 Support learning at home.** Ask what you can do at home to help your child learn. Ask how the teacher will both challenge your child and support your child when he or she needs it.
- 8 A follow up plan.** Write down the things that you and the teacher will each do to support your child. You can do this during the conference or later in a quiet moment. Write down what you will do, when, and how often
- 9 Communication should go both ways.** Ask how you can contact the teacher. And don't forget to ask how the teacher will contact you too. There are many ways to communicate—Student Diary, in person, by phone, notes, email.
- 10 Post Meeting Chat with your child:** The parent-teacher meeting is all about your child, so don't forget to include him or her. Share with your child in particular, the positives what you learned. Discuss how you will help with learning at home.

PS Parents who were unable to attend

Please let me know in advance preferably by email denisdennehy@cpckilcullen.com if you are unable to attend and we will explore alternative ways to communicate about your child's progress. I would like to meet as many parents as I can on the occasion of the First Year parent teacher meeting. The scheduler for the parent teacher meeting will not be including me in your allocation of scheduled times but I will be available from 2 00pm if you wish to avail of the chance to chat. I would be delighted to chat even if it's only to say hello. If in doubt email as above and I'll send the link directly as an invitation.

Kind regards
Denis Dennehy

Year Head