**Parent / Teacher Interview Checklist**

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

**Child’s progress, strengths and weaknesses**
- academically, socially, personally

**Child’s attitude**
- neatness in work
- Punctuality

**Child’s behaviour**
- in class
- in the playground

**Child’s relationship with peers**
- Friendships working in a team

**How to help at home**
- Assignments

**Child’s response to rules and discipline**
- school organization
- independence
- Initiative

**Curriculum**
- program for the term/year
- topics being covered

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**Examples of questions you might want to ask:**

- How is my child fitting in with other children?
- What are the children working on now in class?
- Is there anything about my child’s needs that I should know?
- Does my child ask questions, participate in class discussions/ class room activities?
- Is my child’s reading progress satisfactory?
- What activities does my child seem to enjoy the most at school?
- Who are my child’s friends?
- Is he or she accepted by the other children?
- What kind of books does my child like best?
- Is my child’s numeracy progress satisfactory?
- Does my child join in with other children in the playground?
- Do you have any problems with my child in class?
- What kinds of things will the class be doing over the next few weeks?
- What kind of library books will support what is going on at school right now? This year?
- Does my child easily follow directions?
- 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?
- Do you have any concerns about my child?
- Does my child easily cooperate and follow the rules and routines during class time?
- How is my child progressing in comparison to others in his/her year level?
- I would like written information that clearly shows the number of other children in the same year level who achieved A, B, C, D or E in that learning area.

**Now prepare your own prioritised questions – remember the interview is meant to be only 10 minutes long.**
You can always request another time to meet your child’s teacher later on.

Visit the Federation of Catholic School Parent Communities website for information about other useful websites regarding Parent/Teacher Interviews (www.parentfederation.catholic.edu.au)
**Before the Interview**

**Be Prepared**
- Plan and write down your specific questions before the interview.
- Identify factors the teacher(s) need to be aware of.
- 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.
- Is there anything about your child that you think the teacher should know?
- Does your child have worries or concerns about school you want to raise?
- What does your child like about school?
- 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, sudden grief situation. 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, ask not to have consecutive appointments too close together – in case, someone is running late…

**During the 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 – avoid ‘defensive postures’.

**Communication**
- Respect the teacher’s professional skills and expertise.
- Use respectful behaviour.
- 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 keen listeners.
- Clarify points not completely understood.
- If you don’t understand the ‘jargon’ ask for the 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**

**Did the teacher:**
- Recommend any books for you or your child.
- Suggest a better arrangement for study at home.
- Propose getting outside help in a special area.

**Give the teacher feedback on action taken**

**REMEMBER:**
You are encouraged to be in contact with your teacher at any time