

HOW TO CONDUCT GREAT PARENT-TEACHER MEETINGS

10 ideas from homeroom teachers to future teachers

What makes a good parent-teacher meeting? How can you tackle some of the main challenges? How can you prevent some of the most frequent mistakes?

Here's the advice from teachers who shared their best strategies and tips.

1 Prepare for the meeting



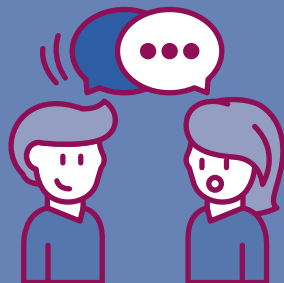
Have an outline and a presentation. Anticipate some problems that may come up.

2 Set a nice atmosphere



Take care that everything looks clean & neat. Decorate the room with kids' work.

3 Small connections



Use extra time to have more informal one on one conversations with parents.

4 Be friendly



Don't act too serious. You can be professional and also warm, friendly, and even funny.

5 Keep it simple & concise



Choose the most relevant topics to discuss, and use other methods (such as email) for the rest of the information.

6 Stay focused



From the beginning be really clear about the goal and how much time you all have.

7 Guide the meeting



If someone talks about other topics, gently (but firmly) guide the conversation back.

8 Represent your school



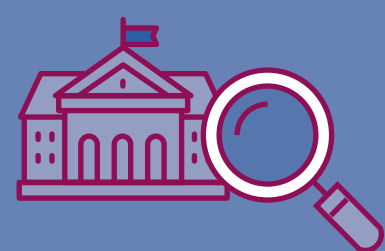
Always put forth the school's perspective & never speak poorly of your colleagues.

9 Ask for help



If needed, organize co-meetings with other teachers, or ask your Principal for support.

10 Get to know the school



Especially if you're new, find out about the history, philosophy, culture and rules of the school.

Information source:

Interviews with in-service teachers: Ilse Altermatt; Margaret Harbison; Antonia Ortega; Andrea Valdivieso. August 2020.

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