

# PREPARING FOR YOUR FIRST (OR ANY) PARENT-GUARDIAN-TEACHER MEETING

## Check Requirements

- Confirm with other teachers, middle leaders, or senior management (SMT) what is formally expected of you.
- Ensure you have an attendance register of those attending and up-to-date contact details for all parents/guardians.

## Connecting with Parents

- Avoid raising concerns for the first time: Serious concerns should have been shared with parents earlier.
- Greet parents and students warmly to set a positive tone for the meeting.
- Focus on the student's progress: Keep the conversation about achievements and areas for improvement.
- There's no need to mention you're new to teaching: Keep the focus on the student's development.
- Encourage parents to take notes: This helps them remember key points.
- Use positive language and smile. Maintain a friendly, professional tone, and have examples and evidence ready if you raise concerns.
- Do not provide personal information such as phone numbers, email addresses, or social media accounts. Communication must stay within the school context. Refer to your school's policy on this and stick to it!

## Bring Key Documents Ensure your teacher file includes:

- All content covered so far.
- Both formal and informal assessment tasks.
- A class list with marks to show each learner's standing compared to their peers.
- Comments on each learner where possible (though this can be difficult early in the year).
- Information on major assessments and upcoming assessments to help students focus on the right areas in Term 2.
- Attendance and punctuality reports.



## Share Expectations

- Clarify your role as the class or subject teacher.
- Emphasise the importance of routine, homework, and required materials (e.g., books, stationery).
- Outline the school's discipline policy, classroom rules, and procedures for missed assessments (e.g., medical certificates).
- Explain your preferred communication methods and availability for individual appointments.

## Provide Subject Information

- Break down the curriculum for the year.
- Discuss assessments, exams, practicals, and any specific subject requirements.

## Overview of Term 1 (if applicable)

- If the meeting occurs after the first assessment, provide more detailed information about Term 1's content and assessments.

## Address Questions

- Note any questions to ensure they are addressed at future meetings.
- If you don't have an answer, let parents know you'll follow up and ensure you do so.

## Follow-Up

- After the meeting, follow up on any promised actions, but only where necessary.
- You don't need to follow up with every student unless needed.

You can add more to the above, but this should give you a helpful framework for mentoring meetings with new teachers in your school.



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