



# Parent - Teacher Conference Preparation Guide

**Free and always will be!**

## Introduction

Parent-teacher conferences are a vital opportunity for parents and teachers to collaborate in the educational journey of a child. This guide is designed to help parents prepare effectively for these conferences, ensuring they are productive and beneficial.

## Pre-Conference Preparation Checklist

### For Parents:

- **Review Recent Work:** Look over your child's recent homework, tests, and projects.
- **Discuss with Your Child:** Have a conversation about their school experiences, likes, dislikes, and any concerns they might have.
- **Check Report Cards and Assessments:** Familiarise yourself with the latest academic reports or assessments provided by the school.
- **Prepare Questions:** Write down specific questions or topics you wish to discuss.
- **Gather Information:** Note any changes in home life, health, or interests that might affect your child's performance.
- **Consider Translation:** If English is not your first language, check if an interpreter can be arranged.

## Important Questions to Ask

### Academic Performance:

- What are my child's strengths and areas for improvement?
- Are there specific subjects where my child excels or struggles?
- What tests or assessments are upcoming that I should be aware of?

### Social and Emotional Development:

- How does my child interact with peers?
- Are there any observed behavioural changes or social challenges?
- Does my child seem happy and engaged in the classroom?





### Support and Strategies:

- What can I do at home to support my child's learning?
- Are there particular skills you suggest we focus on?
- How can we address any learning difficulties or social issues?

### Special Considerations:

- For students with IEPs or 504 plans: Is the plan being followed? What modifications are working or need adjusting?
- Are there enrichment opportunities for students who need more challenge?

## Interpreting Academic Reports

### Understanding the Basics:

- **Grades/Levels:** Schools might use grades, levels, or descriptive reports. Understand what each grade or level signifies in terms of achievement.
- **Comments:** Teacher comments provide context to numerical or letter grades. Look for insights into work habits, attitude, and participation.

### Key Terms Explained:

- **NAPLAN Results:** National Assessment Program - Literacy and Numeracy scores give a snapshot of your child's performance relative to peers across Australia.
- **ATAR (Australian Tertiary Admission Rank):** Relevant for older students, this score predicts their educational performance in Year 12.
- **Formative vs. Summative Assessments:** Formative assessments help guide learning, while summative assessments evaluate learning at the end of a teaching period.

### Analysing Reports:

- **Look Beyond Grades:** Consider the narrative around your child's work ethic, social skills, and personal development.
- **Identify Trends:** Is there consistent progress or recurring issues in certain areas?

### Post-Conference Actions

- **Action Plan:** Discuss and agree on actionable steps with the teacher for both home and school.
- **Follow-Up:** Set a date for a follow-up meeting if necessary or agree on communication methods for ongoing updates.
- **Share with Child:** Discuss the outcomes with your child in a supportive manner, focusing on growth areas and successes.

## Conclusion

Parent-teacher conferences are more than just a formality; they are a collaborative effort to foster educational success. By preparing thoroughly, asking pertinent questions, and understanding academic reports, parents can actively contribute to their child's schooling experience. Remember, this is a partnership where both parties aim for the best outcome for the student.





IMPORTANT: At Acacia Tutoring we believe all educational resources should be free, as education, is a fundamental human right and a cornerstone of an equitable society. By removing financial barriers, we ensure that all students, regardless of their socioeconomic background, have equal access to high-quality learning materials. This inclusivity promotes fairness, helps bridge achievement gaps, and fosters a society where every individual can reach their full potential.

Furthermore, free resources empower teachers and parents, providing them with tools to support diverse learners and improve outcomes across communities. Education benefits everyone, and making resources universally accessible ensures we build a more informed, skilled, and prosperous future for all.

All documents are formatted as a **.pdf** file, and are completely **FREE** to use, print and distribute - as long as they are not sold or reproduced to make a profit.

N.B. Although we try our best to produce high-quality, accurate and precise materials, we at Acacia Tutoring are still human, these documents may contain errors or omissions, if you find any and wish to help, please contact Jason at [info@acaciatutoring.com.au](mailto:info@acaciatutoring.com.au) .

