

Parent-Teacher Meeting Notes

Questions, actions and a clear follow-up record

Use the meeting for shared problem-solving

Choose two or three priorities. Bring specific examples, listen to the teacher's observations and end with clear actions and a follow-up date.

Before the meeting

- ☐ Ask your child what feels easy, hard, interesting or worrying.
- ☐ Review recent work, attendance, feedback and prior action items.
- ☐ Write one strength, one concern and one desired outcome.
- ☐ Bring relevant information, but do not email sensitive records unless the school confirms a secure method.

Questions that lead to useful answers

- ☐ What strengths do you see in learning, relationships and classroom routines?
- ☐ What specific evidence shows progress or difficulty?
- ☐ Is the concern consistent across subjects, settings and times of day?
- ☐ Which strategies have been tried, for how long, and with what result?
- ☐ What should the school do next? What can we reinforce at home?
- ☐ How and when will we review whether the plan is working?

Meeting record

Child's strength

Priority concern

School action

Family action

Evidence to review

Follow-up date

After the meeting

Send a brief, respectful summary of the agreed actions. If you misunderstood something, invite correction. Keep the focus on the child and the next measurable step.