



Making the Most of Parents' Evening: A Quick Guide

Dear Parents/Carers,

With Parents evening approaching we would like to share some tips for you to be able to get the most out of your appointment.

Before the Appointment:

Talk to your child: Ask them how they feel about their progress in the subject. Are there any areas they are worried about? Anything they are particularly proud of?

Make a note of key questions: Jot down one or two things you would like to ask, especially if you are seeing multiple teachers and want to stay focused.

Prioritise: Think about what you most want to take away from the conversation—whether it's about progress, confidence, exam preparation, or next steps.

During the Appointment:

Be prompt: Arriving on time helps everything run smoothly for everyone.

Keep it focused: Five minutes goes quickly, so avoid going off-topic or raising issues that are better handled in a longer, separate conversation.

Listen actively: Teachers will aim to cover a lot in a short time. Try to note key points and be open to their feedback and suggestions.

Avoid surprises: If there is a bigger issue to discuss (e.g., personal matters or significant concerns), please request a longer follow-up conversation via the school office.

After the Appointment:

Reflect with your child: Share what was discussed, celebrate successes, and agree on any next steps together.

Thank you for your understanding and continued support. We really value the opportunity to work together to support your child's success. By working in partnership, we can make Parents' Evening as helpful, efficient, and supportive as possible.

Yours faithfully,

Mr T Griffiths

Senior Deputy headteacher