Communicating with Parents

Practicum in Education and Training
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Discuss

• http://www.schooltube.com/video/0fe3d817b8903937e5bf/Parent-Conference
Great Beginnings…

• First days of school
  • What should be discussed?
  • How can you be in contact?
Keep Communication Going

- Conduct regular meetings as needed
- Encourage parents to visit the classroom
- Share information by phone
- Create a webpage/website and keep it updated
Keep Communication Going

- Keep a folder on each student that records events in the classroom or has special papers on file for parents to review.
- Post the weekly lesson plans and schedule. Let parents know what topics are being studied.
Keep Communication Going

• Send home “happy notes”

• Give parents copies of developmental checklists, individualized lesson plans, and other material that pertain to their child.

• Develop a calendar of events to be sent out at the beginning of each month.
Overview

- Exchange important information on the first day of school.
- Conduct regular parent conferences.
- Conduct regular meetings as needed.
- Encourage parents to visit their children in the classroom or observe.
- Call parents and share information by phone.
- Send newsletters home.
- Keep a folder on each student that records events in the classroom or has special papers on file for parents to review.
- Post the weekly lesson plans and schedule. Let parents know what topics are being studied.
- Send home “happy notes” with highlights or accomplishments of the student’s day.
- Give parents copies of developmental checklists, individualized lesson plans, and other material that pertain to their child.
- Develop a calendar of events to be sent out at the beginning of each month.
Parent-Teacher Conferences

- Who?
- What?
- When?
- Where?
- Why?
Tips

1. Schedule parent conferences early in the school year for initial, get-acquainted session.

2. Schedule plenty of time for parent conferences.
3. Be prepared! For each parent conference:
   - have the student’s work available, plus grades and any progress reports
   - anticipate possible parental questions
   - have textbooks and other class materials present

5. Arrange the conference area so that parents are comfortable.
6. Use the “sandwich method” for talking to a parent about the student. Sandwich a negative problem between two positive comments. Highlight the student’s abilities or interests.
7. Be specific in your comments. Make concrete suggestions for improvement. Use common language, not words that only teachers might understand.
8. Always listen the parent. Ask for parent’s opinion and be open to suggestions. Portray acceptance and warmth toward every student and parent. Allow time for parents’ questions or concerns.
Resources and References

Textbooks:

• Putting It All Together Education and Training_ The Curriculum Center for Family and Consumer Sciences Texas Tech University. 232 – 237, 279-280. www.depts.ttu.edu/hs/ccfcs