

# Parent Briefing



## Getting the Most Out of Parent Consultation Evenings

We know that Parent Consultation Evenings at Thorpe St Andrew School and Sixth Form are busy, so how do you make the most of the opportunity to meet with your child's teacher?

Each year group has at least one Parent Consultation Evening in an Academic Year. Your child will bring home a letter inviting you to attend, with an appointment grid (appointments are available from 3.30 pm to 6.25 pm). Before you start making appointments, you need to decide on what you want out of the consultation.

Appointments are just five minutes in length and should really contain no surprises for you or the teacher. If you have questions or concerns please do not leave them to this evening, instead contact your child's Head of House who will be able to help you. Equally, if we have serious concerns, we will contact you immediately as we do not want issues to escalate.

You can find the dates of all Parent Consultation Evenings on the calendar which is published on the school website. You will receive a reminder letter at least a week before the meeting, along with an appointment booking form.

### Before You Start

You need to do some preparation before you make your appointments!

1. Look up your child's latest data on 'My Child at School'.  
Celebrate the good points on the report with your child.  
Note where your child is not quite meeting their targets.
2. Decide which teachers you wish to see and the purpose of the appointment:
  - an opportunity to meet a teacher
  - fact finding on the progress made
  - what needs to be done to meet targets.
3. Ensure your child is clear which teachers they need to see to book an appointment. You may not want to see every teacher and some teachers may not have appointments available at the times you request. If you cannot see a teacher on the evening, you can complete a request form and they will contact you in the following few days.
4. Make sure you are familiar with the terms ELP, TMG and Attitude Grades. These are found in the Parent Briefing Sheet 'Understanding the Grades' which can be found on the website.

### On the Evening

We hope your child will attend the evening with you.

1. All teachers will be in the South Site Hall, seated in alphabetical order. The hall is likely to be busy but we have found parents prefer this than having to move around the school.
2. Please 'sign in' and collect any paperwork. You may want to check the display screen to see if there are any last minute notices or absences.
3. We ask teachers to try to keep to time with appointments, noting that they are only five minute sessions. Alongside positive comments, teachers will raise any concerns and offer strategies for improvement.
4. Your final question for each appointment may well be "what is our next step?".
5. Please remember that if you have not been able to see a teacher, you can fill in a request slip for them to call you.
6. Please complete the parental questionnaire before you leave. There will be senior staff present to answer any general questions.
7. When you get home, please discuss the evening with your child so there is agreement about future targets and actions.

**Remember** - we are in a partnership, aiming to support each student in achieving their best.