

Checklist for planning a parent-teacher meeting

If parents want to take the initiative and organise a meeting with their child's teacher, the checklist below can provide useful ideas on how to prepare and approach this. If the teacher requests to have the meeting, it is very useful to be aware of the steps for organising and shaping the meeting.

What needs to be done?	Notes on the implementation	Notes
1. Prepare the content of the meeting	<p>Parents should consider:</p> <ul style="list-style-type: none"> ● How do we experience our child as a pupil? ● How does our child feel in the situation that will be discussed in the meeting? ● What do we want to tell the teacher? ● What do we want to find out? <p>Parents formulate questions to the teacher and write them down.</p> <ul style="list-style-type: none"> ● Is an interpreter required? → Enquire at the school or the parents' council. DO NOT ask the child affected to act as the interpreter. 	
2. Get in touch with the teacher	<p>State that you would like to have a meeting and why: face-to-face, in writing or by telephone (sample form under www.wegweiser-bw.de)</p>	
3. Arrange date and venue	<ul style="list-style-type: none"> ● Agree on the day, time and maximum duration: in the regular "consultation hour" of the teacher or a specially arranged meeting? Do not try to "squeeze" into regular lesson times. Spontaneous chats in the corridor are not a substitute for an organised meeting. Take the school break times into account ● Enquire about the room: ask the teacher what room the meeting will take place in; if you do not know where the room is, ask for brief instructions on how to find it. ● Switch off your mobile phone ● If applicable: Inform the teacher that you will be bringing an interpreter 	
4. Start the conversation proactively	<p>In a friendly tone, but clearly:</p> <p>"We have asked for this meeting because we want to get some information and discuss the following issue with you..."</p> <p>(If you are likely to be nervous: It's a good idea to use notes or a checklist)</p>	