Parent Teacher Interviews: Tips for school staff

Send the message
Communicate the importance of interviews to the whole school.

Send invitations
Disseminate information about interviews to families through flyers, notes, phone calls, meetings and assemblies. Send reminders the week and/or day before.

Share guidelines
Let both families and teachers know about the goals and logistics of parent-teacher interviews, including availability of child care, transportation, interpreter services and alternate scheduling options.

Review student work
In preparation for the interviews think about what you would like to learn about your students from their parents.

Create a welcoming school environment
Displaying student work, allocate a space where parents can wait comfortably, have school information in multiple languages and translators available, provide transport and child care support.

Get feedback from parents and teachers
What did and what did not work during parent-teacher interviews? Use this information to continuously improve the planning and implementation of parent-teacher interviews.

Follow up with families
If practical, contact parents who attended the interviews and thank them for doing so. Contact parents who did not attend and offer alternative ways to communicate about their child.

Communicate regularly
Communicate with families on an ongoing basis, with positive news as well as updates on student progress and challenges.

Connect in-class activities
Create responsive instructional practices based on what you learned about family cultures, home learning environments, and student strengths and needs.