



Droichead - Supporting Newly Qualified Teachers (NQTs) in relation to Parent Teacher Meetings (PTM)- Post-primary

The purpose of a Parent Teacher Meeting (PTM) is to ensure a good working relationship between both the parent/guardian and the teacher to achieve optimum learning outcomes for the student. PTMs provide an opportunity to develop a partnership between home and school.

“The collaboration, interaction and communication between parents, guardians, educators and partners in duration in Ireland remains of vital importance in positively impacting on education, development and general wellbeing of young people in the post-primary education system.” (Mai Fanning, President, The NPCPP).

Preparing for a PTM

- Find out what format the PTM will take (online or in person).
- Most meetings will be short, so make a note of what you would like to speak to the parent/ guardian about.
- Not all parents/guardians had a positive experience of school and may be intimidated when attending a PTM.
- Engage with parents/ guardians in a sensitive, supportive and professional manner.
- Knowing the student and communicating positively helps to support home-school relationships.
- Have a sample of the student’s work or a copy of a recent project or result.
- Avoid acronyms or ‘teacher talk’; some parents/guardians may not be familiar with acronyms (use accessible terminology).
- Sandwich approach: start with a positive, then an area for the students to work on and finish with a positive.

Remember you are the teacher, and you are in control of the meeting. If you feel it is not going well or the meeting is no longer productive, suggest a follow up phone call at a later time.



Academic Progress	Have a record of marks for assessments. Samples of work: recent projects are useful to support any comment(s)
Additional Needs	Does this student have an additional educational need? If so, how are you addressing that need? What might the parent/guardian be able to do at home? What resources are available to the parent/guardian?
Attendance	Keep all attendance records. How many of your classes has this student attended or missed? (data available on the school system). Is attendance affecting student performance? Keep records of any classroom occurrences.
Communication	Have you already communicated with this parent/guardian? Perhaps through notes in the homework journal, progress/ term reports, homework or tests signed, student profile on the school's IT system.
School Policy	Be familiar with the school's policy on PTMs. Be aware of procedures in relation to parental/ guardian concerns such as the need for a translator.
Strengths	What are the strengths and challenges for this student? Is this student fulfilling their potential?
Who's Who	May need to liaise with some or all of the following prior to, during or after the PTM: Class Tutor, Year Head, SENCo, SNA, Career Guidance Counsellor, Pastoral Care Team, Deputy Principal, Principal. Also consider: Do you teach the student more than one subject? Are you the football coach, choir teacher, extra-curricular teacher?

Possible Concerns

Social	Behavioural	Academic	Preparation
Does the student contribute vocally to class?	Is there a seating plan in your class?	Does the student participate/ ask questions in class?	Is the student on time for class?
Does the student take part in group work?	Does the student stay on task?	Is the student completing homework to an agreed class standard?	Is the student prepared for class? Does the student have all their material: books, pens, folders etc.?





Parent Teacher Meeting Record Template

Student name:	School subject:
Teacher name:	Date:
Attendance:	Assessment grade/ comments:
Classroom behaviour:	Areas to work on:
Arrives to class on time? Yes/ No/ Sometimes Is organised for class? Yes/ No/ Sometimes Interacts with teacher? Yes/No/Sometimes Engages with lessons? Yes/ No/ Sometimes Participates in group work? Yes/ No/ Sometimes	
Strategies for moving forward:	After school supports available:
AOB:	

