

**PARENT-TEACHER  
CONFERENCING MADE SIMPLE**

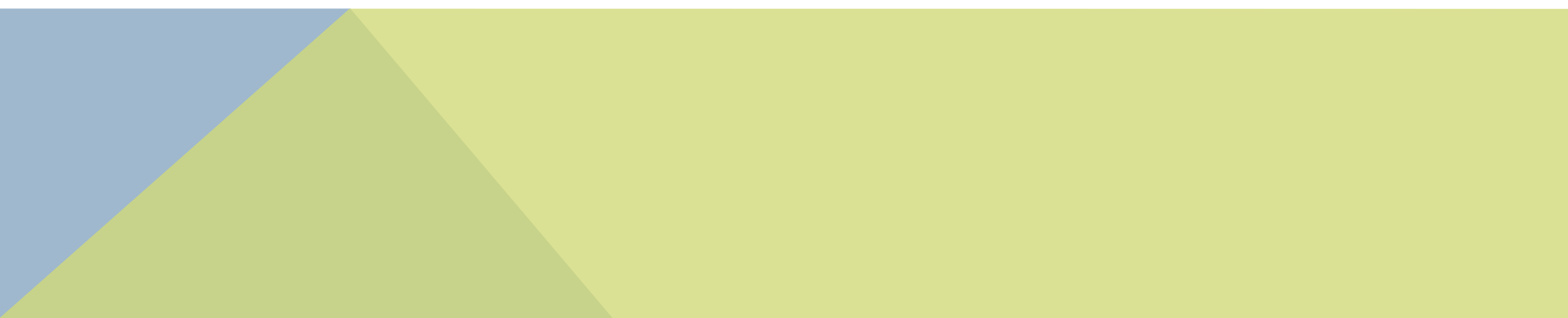
DR. ROBIN L. QUICK

Objective: To help new teachers recognize that the goal for a parent-teacher conference is to work as a team with the parents.

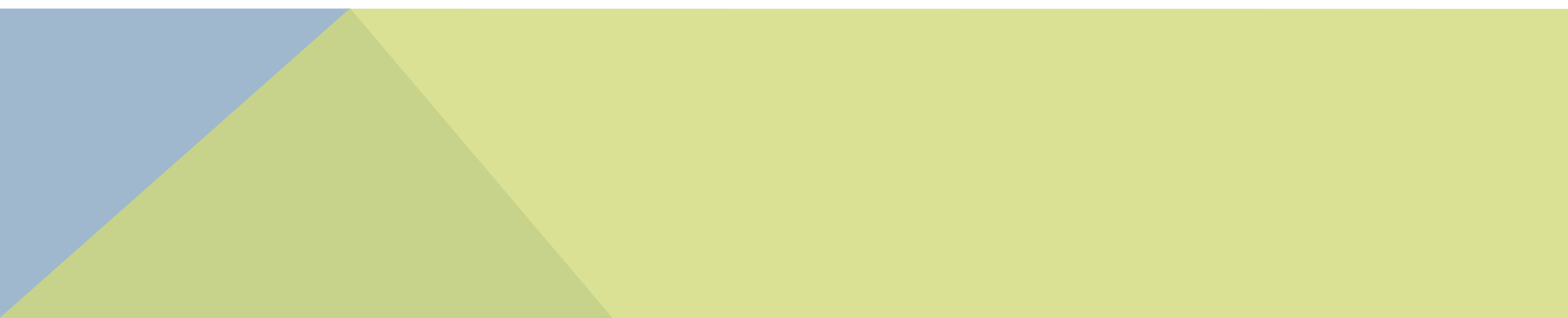


# STARTING POINT

**Which of the following are you NOT interested in having happen in your classroom?**

- ❖ increased attendance
  - ❖ higher academic achievement
  - ❖ improved (student) sense of well-being
  - ❖ fewer behavioral problems for children
  - ❖ increased parent satisfaction (with school and teacher)
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***“A strong parent-teacher partnership helps bridge the gap between home and school by establishing consistent boundaries and expectations...The first step toward a successful parent-teacher partnership is a successful parent-teacher conference” (Gardner, 2006).***

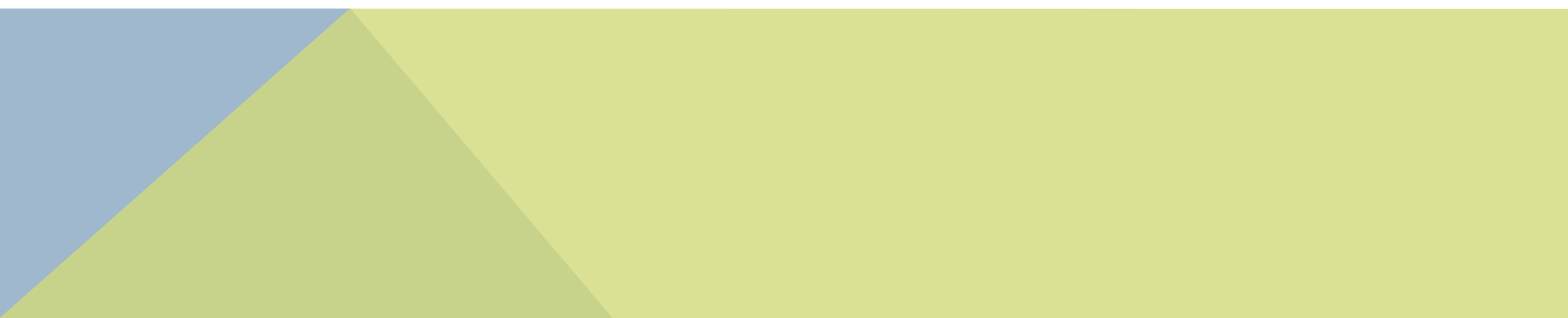


# #1 TIP FOR A GREAT P/T CONFERENCE

**One of the quickest ways to lose the respect of a parent is to appear unorganized and inept during the conference!**

- **Use some form of organizational checklist to prepare for the conference**
- **Prepare of a conference the same way you prepare a lesson**
  - “You would not walk into the classroom with no lesson plan, no focus, and no idea about what you were going to discuss” ...quote from Dr. Kathy Bukowski, Mercyhurst College

# PLAN FOR P/T CONFERENCE AS YOU WOULD FOR TEACHING

- Create a Plan of Action!
  - Set objectives for the meeting
  - Gather materials
  - Differentiate your discussion points
  - Prepare an opening and closure
  - Offer tips and suggestions
  - Allow time for a Q&A
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## #2 TIP FOR A GREAT P/T CONFERENCE

**First impressions are important!**

- **In some cases, the P/T conference may be the first face-to-face meeting you will have with the parents**
- Set up adult-size chairs
- Do not sit at your desk
- Create a waiting area outside your classroom door

# #3 TIP FOR A GREAT P/T CONFERENCE

## Create a student portfolio for each conference

- **Plan for the P/T conference as soon as school starts...**
- Save work samples
- Include samples of strengths, weaknesses, and work that shows progress
- Take note of social and behavioral issues
- Keep in contact with any support staff



## #4 TIP FOR A GREAT P/T CONFERENCE

**Research conflict resolution techniques:**

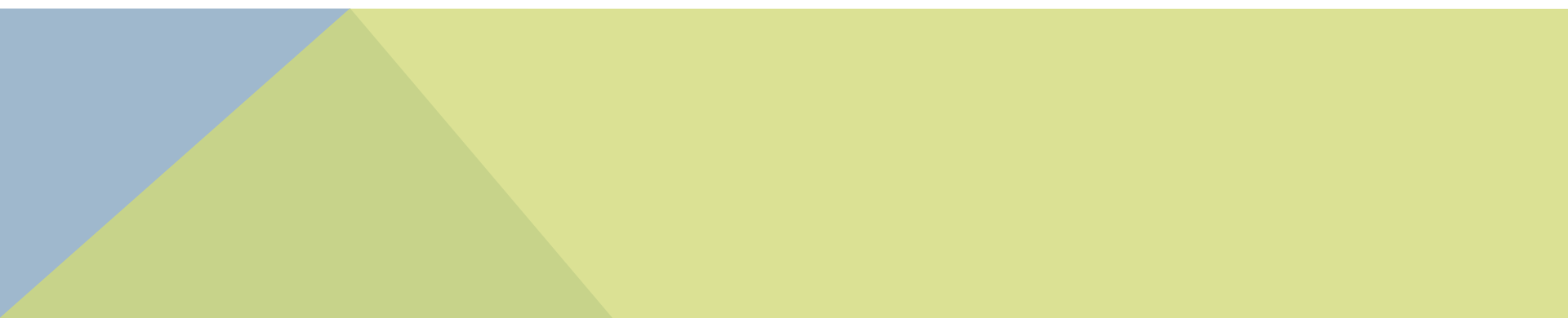
**Use “I messages” when dealing with a difficult situation**

**Use one of the “4 Magic Phrases” (\*Dan O’Connor)**

<https://www.youtube.com/watch?v=NIqQe82zRvI>

# SCENARIOS

## ➤ **That's interesting...**

- 1. tell me more.
  - 2. why would you say that?
  - 3. why would you do that?
  - 4. why would you ask that?
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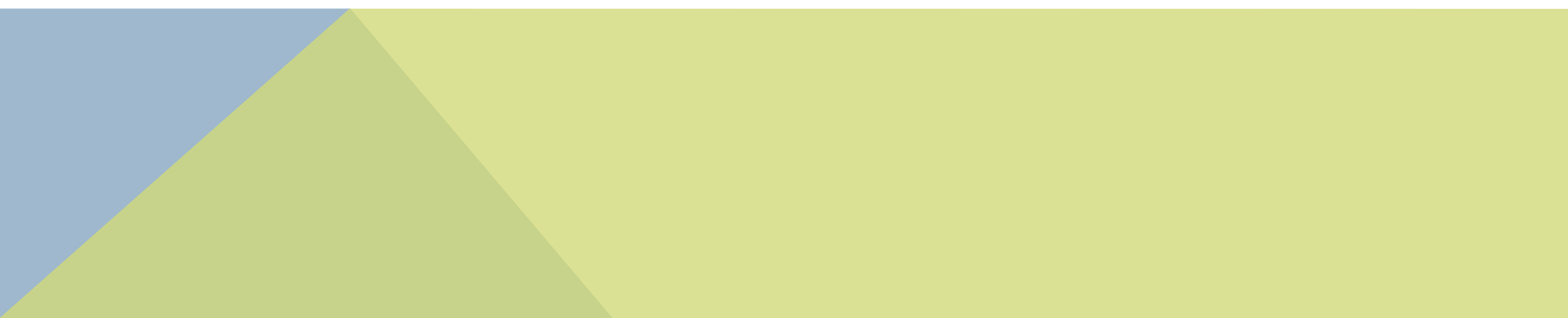
# OVERALL TAKEAWAY

If parents do not leave the P/T conference knowing more than when they arrived...you have not done your job!

## CLOSING THOUGHT: FAVORITE QUOTE

Beatrice Fennimore (Indiana University of Pennsylvania)

“Children value, love, and care about parents who educators can find very hard to care about, value, and love, but everything that we do to support parent involvement we do for the sake of the children who we are ultimately responsible for as educators.”



# QUESTIONS?



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