**Three way conversations - next steps for parents**

Thank you for attending the meeting with your child’s form teacher. We appreciate you taking the time to do this. Here is a list of suggestions for you to follow, today and in the future, in order to continue your involvement with us in your child’s education:

1. Complete the feedback sheet on today’s meeting.

2. Visit the other workshops and presentations at the school today.

3. Go to the Business Centre if you have any questions about fees.

4. Go to the Sports Co-ordinator’s office if you have any questions about sports teams or payment of sports fees.

5. Put the **Helping at Home** suggestions on your fridge.

6. Read the school Newsletters which are sent home twice per term. These have lots of valuable advice and information about school and other events and the achievements of our students. If you wish you can have the newsletter sent by email. Contact : …

Our front gate sign also advertises information and coming events.

7. Look out for the issuing of the mid-year reports at the ….

8. Attend the parents’ report evening in …

9. Attend any events held by the Careers Centre in order to discuss the future education of your child.

10. Contact the school if you have any concerns about your child’s education:

Phone: Email:

11. Keep yourself informed of your child’s NCEA using the information below.

**NCEA Results and Other Information**

The New Zealand Qualifications Authority (NZQA) website has very comprehensive information pertaining to NCEA as well as student results. The website address is [www.nzqa.govt.nz](http://www.nzqa.govt.nz)

To access student information you must login with the student’s National Student Number (NSN) and the password which NZQA provides after you have registered on the website. The login link is on the lower left-had side of the NZQA main page.

The NSN and other information is provided to students by an information pack from NZQA. Year 12 and 13 students should already have their NSN. Year 11 students will receive their NSN soon.

You can also access assessment and attendance information through the school portal.

**Helping at home**

**Before school**

* Feed your child well. Ensure especially that they have a good breakfast.
* Make sure that they leave for school each day in the correct school uniform.
* Make sure that they have their school bag with the necessary equipment.
* Set high but realistic expectations for your child.

**After school**

Prepare for doing homework – *Make it easy for your child to start:*

* Provide food and drink when they arrive home.
* Set a time to start and finish, and a reward at the end.
* Provide a quiet space – TV and music device off.
* Ensure they have what they need – stationery, pens, etc.
* Check the Student Planner (homework diary) for tasks to be done.

Help with doing homework – *Assist your child rather than doing it for them:*

* Explain the steps to complete a task but let them do it themselves.
* Make up a similar question or example.
* Give clues rather than the answer.
* Encourage them to find help in their notes and text books.
* Explain where and how to give information, rather than giving it to them.
* Help them use other sources, e.g. local library, the internet, another adult.
* Help them with reading, understanding words and using a dictionary.
* Encourage them to go to the Homework Centre at the school library.

Remember that you can contact the school at any time if you need any help or have any concerns about your child.

**Phone:**

**Email:**