**Three Way Conversations**

**Prior to the conversation:**

Form teachers need to help students prepare for the three way conversation with their parents by doing the following:

1. Students must complete their “Long Term Personal Education Plan” in form class time.
2. Form Teachers must oversee the compilation of the student achievement folder, in preparation for the conversation.
3. Form Teachers must collect and collate appointment confirmations from parents. These confirmations can be made by parents via an appointment confirmation slip, via email, phone or text message.
4. Form teachers may refer some appointments onto the Deans, especially if you have a very large form class.
5. If an appointment has not been confirmed by a parent the form teacher must ring home to confirm (a script is available to help you).