**Three Way Conversation Form Teacher Checklist:**

1. Welcome the parent and student and thank them for coming to the interview (a script is available to help you).
2. Mark the student as present on your class list (this will be collated and input into the SMS by office staff later).
3. Check the “**student details**” sheet and make any necessary changes directly onto the paper (these will be updated on the SMS by an office staff member).
4. **Attendance Sheet** – discuss and give to parent.
5. **Interim Report** – discuss with parent (the form teacher will have a copy and a copy will be posted home at the end of term 1).
6. **For Seniors:**
   * NCEA Record of Learning – discuss with the parents and demonstrate to both the parent and student how to use the “credit tracking sheet”.

**For Juniors:**

* asTTle and PAT results – discuss with parents and explain how to interpret the results.

1. Complete the “Long Term Personal Education Plan” in consultation with the parent and student. Complete the “Short Term Personal Education Plan” particularly the section on goals.
2. Give the parent a copy of the “Next Step for Parents” sheet and feedback form (show them the box to place it in when completed).

Thank them again and mention other activities taking place around the school they may wish to attend (final details to be advised prior to the conversation days).

Below is a summary of the information that Tutor teachers should have for each student for their three way parent-student-teacher conversation.

|  |  |
| --- | --- |
| **Years 9 and 10** | **Years 11, 12 and 13** |
| Attendance Record  Term 1 Report  Record of Achievement  Asttle scores/ PAt  SMS contact details  Term 1 Report Comments  Academic counselling  Careers info | Attendance Record  Term 1 Report  NCEA Record of Achievement  SMS contact details  Term 1 report Comments  Academic counselling  Careers info |