**Three Way Parent-Student-Teacher Conversation Script/Guide for First Time Users**

**Welcome**

Good morning / afternoon \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ my name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I am ­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_’s form teacher.

I’m really glad that you could make it today. I appreciate the time that you have taken to come to this interview.

Before we start it is a great opportunity to confirm your contact details so we can stay in contact. Can you please check this sheet and tell me if everything is correct? (show contact details sheet). *Please ask for an email address if one is not on the system.*

We have invited you here today to discuss \_\_\_\_\_\_\_\_\_\_\_’s progress at\_\_\_\_\_\_. We think it is really important for the parents / caregivers to be involved in their child’s learning and for the school and the parents to work together to support \_\_\_\_\_\_\_\_\_ in the best way possible.

**How do you think things have gone so far this year?**

As \_\_\_\_\_\_\_\_\_\_\_’s form teacher I am the first point of contact at the school.

You can contact me if you have any problems and I will deal with them as best I can or refer it on. I meet with \_\_\_\_\_\_\_\_\_\_\_\_’s class every day. I am responsible for their attendance, punctuality and general well-being at the school. I would like to think that \_\_\_\_\_\_\_\_ can come to me with any concerns that s/he has and hopefully I will stay with *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*right up to the end of year 13.

**Attendance record**

Share with parents and discuss.

Can I remind you that you are expected to contact the Attendance Officer on the day of your son/daughter’s illness and/or supply a letter to myself on their return. If you do not authorise their absence it is entered on their file as truancy and they will be referred to the deans for this. It is important, for many reasons, that they do not have Ts on their file.

**Academic Counselling**

We have started a new program this year at the school. It is called Academic Counselling. Its purpose is to help guide the students through their school life and into university, training or whatever will suit their career goals.

Our aim is to get all students to stay at school until they graduate in year 13. This gives them the best possible chance to be successful in life.\_\_\_\_\_\_\_\_\_ has already completed a form which asks what their future goals are in life. They will meet with me throughout the year to set targets for them to achieve their goals.

This is a copy of their long term personal education plan.

Share with parents and discuss.

**Information from subject teachers**

These are comments for me to share with you. They have not been proof read and are not designed to be taken home.

E.g, *The teachers expect that if your son/daughter continues to work hard he/she can expect to get enough credits to obtain NCEA Level 1. Ask the student what they will need to do to make sure that keep their achievement levels up. Ask the student if they are aiming for merits or excellence endorsement for NCEA or for a particular subject. Ask them what they need to do in their subjects to help them gain merits or excellences.*

*Although your teachers feel that you are working well in most subjects it seems that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a subject where you are not doing so well. What do you need to do to improve your credit achievement?*

*The teachers are concerned that you are not going to be able to gain enough credits to get NCEA Level 1 this year. Subjects of particular concern are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Could you tell me and your parents what you need to do in Maths/Art/Economics etc. to improve your chances of getting NCEA Level 1?*

**Senior classes**

NCEA Record of Learning. Share with parents and discuss. Explain the credit tracker. If you have a concern about the amount of credits \_\_\_\_\_\_\_\_\_\_\_ has / needs I would suggest you talk to their Dean or careers. Both are available today.

**NCEA information and Financial Assistance form:**

Form Teachers: Please look through this so you are familiar with it and talk it through with the parents: e.g. 80 credits for NCEA including Literacy and Numeracy.

Give basic information about the financial assistance form and ask parents to fill in the form and return it the next day.

**Junior Classes**

asTTle/PAT information. Share with parents and explain/discuss.

**Extra Information**

Show parents the handout which explains where various people are located around the school.

Please feel free to go and speak to them at your leisure.

**Finally…**

Ask parents to fill in the feedback form so that we can make it more beneficial for parents next year.

Thank them for taking the time to come today. It is much appreciated.