**Successful Three Way Conferences**

**Communication before the event – planning team:**

**Contact all parents!**

* Contact **every** parent prior to the event – you are aiming for 100% turnout.
* Make every effort to accommodate their needs – i.e. provide transport to school, change the day, have an evening option, have interviews at the local marae etc.
* Provide a letter for employers about the conferences.
* Ensure days are posted on the yearly calendar well in advance.

**Preparation before the event – planning team:**

**Be thorough!**

* Ensure all the checklists or scripts and student packs are ready and given to the whānau teacher with up to date data. Teachers to have made sure this is done previous to printing.
* Advertise in newsletter, local paper, emails etc. Highlight the academic emphasis. Write some positive feedback from the previous year in the newsletter or in a newspaper article.
* Have spaces that are confidential enough so people do not feel ill at ease.
* Set out furniture in an inviting way in the designated space, so it looks inviting.
* Have up to date, tidy wall displays in the classrooms.
* Have art, graphics, photography, technology displays in hall, staffroom and around the school.
* If parents cannot come, allow them to bring another supporter.
* Check if families need an interpreter or child minder.
* Siblings should be timetabled within a sensible time interval.
* Have a central area where meetings can be checked and changed if necessary, so the teacher knows if a meeting has been changed in any way.
* Feed your staff well and ensure they have adequate break time.
* Train staff - hold refresher courses each new year or provide each new staff member with a mentor- interpersonal communication is important Have had professional development in staff meetings of the process, teacher packs, protocols to follow etc.
* Have a referral system to subject teacher, careers etc.

**Preparation – teacher:**

**Upskill yourself!**

* Have a good understanding of the student and their needs - holistic – family makeups and cultural knowledge and/or needs.
* Have a good knowledge of the student’s capabilities and have realistic expectations for them- Have had at least one AC session before the PST Conference.
* Have a good working Knowledge of NCEA (have professional development for teachers on NCEA and its complexities- e.g. UE and endorsements.

**During the interview - planning team:**

**Make the school a welcoming and positive place to visit and make a big deal out of the day!**

* Have students and teachers not conferencing welcoming and directing the arrivals.
* Have well sign posted notices around - eg. - teachers’ names outside the door, maps etc.
* Have tea, coffee and biscuits available - run by senior students
* Sausage sizzles / Bouncy castles / fundraising stalls by sporting / cultural teams.
* Child minding options - face painting and activities run by seniors
* Ensure spaces are warm.
* Careers information and the careers advisor available.
* University pamphlets, with liaison officers (if possible).
* Have support staff around in case of any issues that may arise.
* Have staff to redirect to other people - eg. Guidance, careers, deans etc.

**During the interview – teacher**

**Be positive- celebrate achievements!**

* Meet the parent at the door and greet each person individually.
* Be on time and work to time - if you need more time - make another appointment.
* Have a checklist and take notes either directly onto the SMS or by hand to enter later with all outcomes clearly stated.
* Have **all** relevant information with you.
* Reinforce the goals, targets you set in Academic Counselling sessions.
* Give the families data to take home and discuss later.
* Ensure they all know about how to read the documentation and what it means.
* Have an interpreter if necessary.
* Go over decisions made at the end of the conference ensuring everyone understands.
* Have contact details on a card for the parent to take home.

**After the interview – teacher:**

**Follow through!**

* Follow up with any relevant phone calls or emails.
* Check that students carry out their part of the plan.
* Record outcomes onto the parent portal, so all can view it.

**After the interview - planning team:**

**Be reflective! Adapt and improve**

* Get feedback about the day from staff, students and whanau and act on it for next year’s planning - over a morning / afternoon tea.
* Provide positive feedback to staff and seniors for their part in the day.
* Provide staff with feedback from parents.
* Write in the newsletter/ local paper the positive feedback from parents and celebrate the day.