

PARENT EVENING (MEETING) PREPARATION CHECKLIST



Good preparation leads to positive conversations and better outcomes for pupils.



BE PREPARED. BE POSITIVE. WORK TOGETHER.

Parent evenings are an opportunity to build strong relationships, celebrate progress and plan for success.

REMEMBER

- ✓ Focus on the pupil, not the problem.
- ✓ Listen, be respectful and solution-focused.
- ✓ Share positives as well as next steps.
- ✓ Keep information clear and balanced.
- ✓ Build trust and work in partnership.

PRE-MEETING PREPARATION CHECKLIST	NOT STARTED	IN PROGRESS	COMPLETE
 1. CHECK APPOINTMENT DETAILS Confirm date, time, location and duration. Check any notes or requests from parents.	☐	☐	☐
 2. REVIEW PUPIL INFORMATION Review recent progress, assessments, attendance and behaviour information.	☐	☐	☐
 3. IDENTIFY KEY POINTS What are the most important things to share? What are you hoping to achieve?	☐	☐	☐
 4. GATHER POSITIVES Identify strengths, achievements and progress to celebrate.	☐	☐	☐
 5. CONSIDER AREAS FOR DEVELOPMENT Identify next steps, support strategies and how parents can help.	☐	☐	☐
 6. PREPARE EVIDENCE/EXAMPLES Collect work samples, data, observations or examples to support your points.	☐	☐	☐
 7. ALIGN WITH SUPPORT TEAM Check with other staff involved with the pupil (SEND, pastoral, specialists, etc.).	☐	☐	☐
 8. PLAN ACTIONS AND NEXT STEPS Agree specific actions. Consider who will do what, by when and how progress will be reviewed.	☐	☐	☐
 9. CONSIDER PARENT PERSPECTIVE Think about any possible concerns or questions they may have.	☐	☐	☐
 10. PREPARE MATERIALS Bring reports, work samples, notes, pen and paper, and any resources.	☐	☐	☐
 11. PLAN TIME WELL Plan how to use your time effectively. Allow time for questions.	☐	☐	☐
 12. CHECK YOUR MINDSET Be calm, open and positive. Focus on partnership and solutions.	☐	☐	☐

KEY INFORMATION TO HAVE READY

-  Pupil's strengths and achievements
-  Progress data and assessment outcomes
-  Attendance information
-  Behaviour, wellbeing and social development
-  Targets, interventions and support in place
-  Examples of work or learning
-  How parents/carers can support at home
-  Next steps and review dates

PARENT EVENING TIPS

- ✓ Greet parents warmly and thank them for attending.
- ✓ Create a welcoming and positive environment.
- ✓ Start with the positives.
- ✓ Use clear, jargon-free language.
- ✓ Listen actively and validate their views.
- ✓ Be honest, but sensitive and solution-focused.
- ✓ Agree actions together and write them down.
- ✓ End positively and thank them for their support.



THINGS TO AVOID

- ✗ Overloading with too much information
- ✗ Focusing only on negatives
- ✗ Using jargon or educational acronyms
- ✗ Making assumptions
- ✗ Being defensive
- ✗ Making promises you can't keep



QUESTIONS PARENTS MAY ASK

- ? How is my child doing overall?
- ? What are their strengths?
- ? What areas need improvement?
- ? What support are they getting?
- ? How can I help at home?
- ? Are they happy at school?
- ? What are their next steps?



SELF CHECK BEFORE YOU MEET

- ✓ Have I prepared key information?
- ✓ Am I clear about my main messages?
- ✓ Do I have evidence and examples?
- ✓ Am I ready to listen?
- ✓ Am I calm, positive and solution-focused?
- ✓ Do I have actions to agree and record?



We value every pupil and family.



We listen, respect and work together.



We aim for positive outcomes and continuous progress.



Strong partnerships lead to brighter futures.



Every conversation supports learning and wellbeing.

STRONG CONVERSATIONS. STRONG PARTNERSHIPS. STRONGER FUTURES.



Inclusion is everyone's responsibility.



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Stronger minds. Stronger futures.