

<p>Explore Teacher listens to find out why parent has come and what do they hope to get out of this conversation.</p>	<p>Teacher to paraphrase to make sure they have understood.</p>
<p>Focus Parent and teacher discuss together what the priorities are.</p>	<p>Teacher to clarify the issues and confirm with parent that the key priorities have been identified.</p>
<p>Plan Parent and teacher together agree targets for the child</p>	<p>Discussion on how these targets are to be achieved and who will do what.</p> <p>School:</p> <p>Home:</p> <p>Child:</p>

<p>Review Teacher summarises the meeting and provides any clarification necessary</p>	<p>Parent confirms that they are happy with the discussion and have understood everything.</p>
<p>Parent asked if the meeting has dealt with the issues they came with?</p>	<p>If not further discussion to take place.</p>
<p>Arrangements for any future meeting made.</p>	<p>Agreement about the best way every day communication to take place: telephone: text message: e-mail: written letter, posted: with letter, given to child: notes in reading diary: other:</p>
<p>Parent's signature:</p>	<p>Date:</p>
<p>Teacher's signature:</p>	<p>Date:</p>