

Grade-Level Parent Meeting Planning Sheet



Decide on Overall Meeting Goal(s)

1. What **student learning or school goal(s)** do we need to reach?

2. What **grade level/student group/subject area** do we want to focus on at this meeting?

Decide on Large-Group Meeting Activities

3. What knowledge or skills do you want families to have **when they leave** the meeting? *Identify what you want families to be able to do at home with students or to know about by meeting's end.*

4. What **information do families need** to help their child at home? *(What are the gaps in parent knowledge or understanding about classroom learning or school initiatives that this meeting can help close?)*

Decide on Small-Group Activities

5. What **activity can each teacher do** to enable families to help children at home meet a student learning or school goal? *Identify 1 to 2 hands-on activities that teachers can teach parents to equip them with the knowledge/ability to work with children at home.*

6. What **learning benchmarks or classroom student data** can teachers show families to help them understand the specific skills each student needs to master? *Be sure data provided protects student identity!*

7. How can teachers encourage parents to ask **questions, swap ideas, and give feedback** during this meeting? *Consider asking parents to complete a survey about student learning (please see handout).*

8. What **materials or resources** do you want families to have that will help them work with children at home? *Consider instruction sheets, books, math tools, or logs that will facilitate at-home help.*

Shaping Your Message Before the Meeting

9. What families are often **underrepresented** at events and conferences our school offers? How can we ensure their participation at this meeting? *Consider addressing barriers of language, transportation, parent employment, and childcare that many families face.*

10. How will our school **communicate** this meeting to families several times in several ways? When? Consider personalizing invitations using the school newsletter, website and e-mail; phone; Twitter; and weekly take-home folder.

11. Write down a brief statement that tells families:

(a.) the purpose of this meeting

(b.) what they will be able to do/understand by meeting's end, and

(c.) why it is important for their child's learning that they attend.

Use the above statement in your communications to families and at the large-group session during the meeting. Be sure to thank families for taking the time and effort to attend the meeting, work at home with children, and support their child's school!

After the Meeting

What will we do to communicate information and get resources to families **unable to attend** the meeting? Consider posting a meeting summary, handouts, or video on the school website.

How will we **follow up** with families to answer parents' questions, monitor at-home activity, and communicate student progress?

What's next? Can other student learning or school goals be reached by conducting grade-level parent meetings this year? Next year? What other student groups or families can this practice benefit?

Sample Parent Survey

For Use at Grade-Level Parent Meetings

Dear Parent or Guardian,

We want to make sure we are doing the best we can when it comes to welcoming your involvement and connecting you to your child's learning. Please help us engage families in our school by completing and returning this survey. Thank you!

My child's grade level is: Pre-K Kindergarten 1 2 3 4 5

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
1. I am kept up-to-date with school and grade-level information and events.					
2. I am informed about my child's academic progress frequently.					
3. I receive positive information about my child frequently.					
4. My child's teacher is meeting his/her academic needs.					
5. My child looks forward to attending school.					
6. My child's teacher involves parents and welcomes my participation.					
7. My child's teacher is approachable and takes time to communicate with me.					
8. My child's teacher cares about my child.					
9. The amount of homework my child has should be <i>(circle one)</i>	Increased	Decreased	Stay the Same	Individualized	No Comment
10. Homework assignments help my child grow academically. They are not just "busy work."					
11. I know who to contact at school with questions or concerns.					
12. School staff respond promptly to my calls and messages.					
13. I know how to help my child at home with academic learning.					
14. I am part of the school community and feel connected to staff and other families at my child's school.					

What are you especially pleased with at this school related to your child's learning?

What would you most like to see changed at this school related to your child's learning?