

29 January 2018

Dear [*insert name*]

Structured Conversation

We would like to invite you to meet with your child's teacher for a structured conversation before half term. We believe that your child could make even better progress if we work together. A strong partnership between home and school helps children succeed and we very much look forward to meeting with you soon. Please return the reply slip below to the school as soon as possible so we can arrange suitable time to meet.

Structured Conversations: FAQs

In the meantime, you may find the following questions and answers helpful:

Why do we hold these meetings?

- to agree clear goals and targets for your child's learning;
- to listen to your concerns and your hopes for your child;
- to agree how to help your child do better; and
- to set up a clear means of communication between home and school.

What will I/we get from the meetings?

We hope you will:

- feel more welcome to engage with the school;
- become confident that your views will be listened to; and
- know how to help your child to achieve.

What will my child get from the meetings?

We hope your child will:

- know what they need to do to improve and to achieve;
- make faster progress and, if necessary, catch up;
- grow more confident and aim high; and
- enjoy school, new opportunities and their own learning.

What about the school?

We hope that we will:

- improve the way we listen to parents and carers about their child's learning;
- provide better information to parents and carers about their child's learning; and
- use the outcomes of the conversations with parents, carers and pupils to improve the learning and teaching for all our pupils.

REPLY SLIP: To [*Teachers name*]

Name:

I/We can come to a Structured Conversation meeting: YES / NO

The date/time I/we would prefer (please suggest two possible times):

- a)
- b)

My/our preferred form of communication is:

You can contact me/us (email address/phone number):

Name(s):

Date: