



Parent/Student/Teacher Conferences: Reporting Student Progress & Achievement

Aims of conferences:

Progress conference (end of Term 2)

To confirm:

- progress in the areas of Reading, Writing & Mathematics and Coatesville Competencies
- 'next steps' in the learning process

Achievement conference (end of Term 4)

To confirm:

- specific achievement across all areas of the curriculum, but especially in Reading, Writing & Mathematics and Coatesville Competencies
- 'next steps' in the learning process

BEFORE the conference

Communicating the conference process:

1. Students understand how the conference will be structured
2. Staff understand how the conference will be structured
3. Parents understand how the conference will be structured

'No surprises'

Communication before conferences - no surprises for parents, students or teachers!

If there is the potential for **issues** to be raised (by teachers or parents) that may be inappropriate to talk about with the child present this should be brought to the attention of either the teacher or the parent before the conference day.

Then the issue can be positively addressed during the conference or a time can be made to discuss the issue on another day after the conference.

DURING the conference

Introduction:

- Teacher welcomes student and parents
- Teacher outlines the aims of the conference
- Teacher shares the 'structure' of the conference

Sharing progress or achievement and next steps:

Four 'areas' - Reading, Writing, Mathematics & Coatesville Values/Competencies

Using the progress or achievement report as a guide for the discussion:

1. Teacher to briefly introduce the first 'area'
2. Teacher **supports the student** with their sharing of '**evidence**' of progress or achievement (as appropriate for individual children)
3. Teacher to summarise - indicating the student's overall progress or achievement statement for their year level clearly but tactfully
4. Teachers to refer to the year level **learning progressions** to indicate where on the continuum the student is
5. Teacher **supports the student** with their sharing of '**next learning steps**' (as appropriate for individual children)
6. Teacher checks parents' understanding of progress or achievement & next steps *
7. Teacher briefly introduces 2nd 'area' ... until all 4 areas have been covered

Concluding the conference:

- Teacher to ask for any **final questions or comments** from parents *
- Parents to take any '**resources**' to **support home learning** and understanding of curriculum expectations
- Teacher thank parents and student for their attendance

AFTER the conference (if needed)

If any questions, issues or points arising during the conference are unable to be discussed or resolved these can be addressed at a later time.

Teachers will arrange for further communication on such matters.