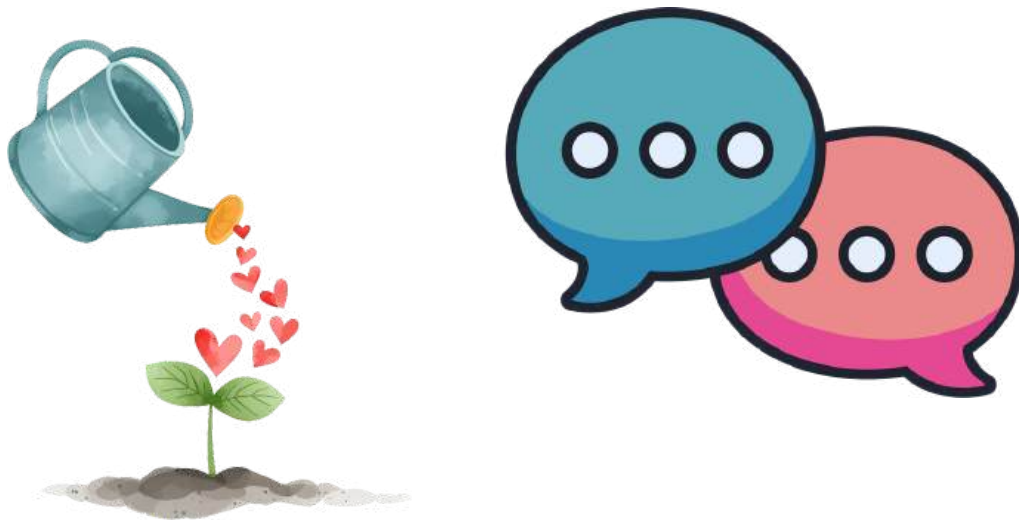




# How to be ready for Parent-Teachers Meeting

## Checklist 2026





**How to be ready for**

# **Parent-Teacher Meet**

**Checklist 2026**

Section 1: Before the meeting



Before the meeting

# Parent-Teacher Meet

- Understand child's experiences:** Have a word with the child about their experience in school and their thoughts.
- Do your homework.** Make a note of your child's grades, homework, and progress reports.
- List your questions in advance.**
- Review and Reframe your questions and statements to keep them open-ended, respectful, and clear.**
- If meeting virtually,* download or access online the video conferencing software needed.
- Find support:** Seek the involvement of a co-parent/guardian of the child, if they are present.





## Before the meeting

1

Understand  
child's  
experiences



Have a word with the child about their experiences in school and their thoughts. Explore what they are enjoying, or finding difficult.



This should not be a one-day thing. Do this at regular intervals over a period of time. Children may or may not be able to recall everything in one day if you expect them to share things about the whole week or month.





## Before the meeting

2

Do your homework



Do your homework. Make a note of your child's grades, homework, and progress reports. This helps you plan discussion points with teachers.



Remember, the objective is to have a healthy discussion with the teacher.

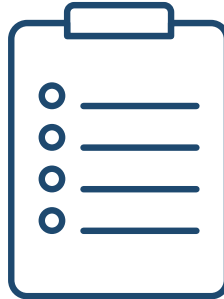




## Before the meeting

3

List your questions



Make a list of questions that you have regarding the child's experiences, performance, and concerns.



Questions will help you stay focused and organized. This list can be as long as you want it to be.

You don't have to ask each one if the response may have been covered in other responses.

*Some of these questions may be just for yourself as a parent.*





## Before the meeting

4

Keep questions open ended, respectful, clear



Review your list of questions and concerns to **Reframe** them where needed. It is important to frame questions and statements in such a way that they are respectful, open-ended, and clear while avoiding judgments and accusations.



Framing questions or statements effectively when meeting with your child's teacher is essential to ensure you receive the information you need and foster a positive relationship with the teacher.

**Instead of saying:** My child is not focusing on maths at all.

**Maybe ask:** I noticed that my child's math grades have been slipping. Can you provide some insight into their performance in this subject?.





## Before the meeting

5

If the meeting is online- check the relevant app you need



If meeting virtually, download or access online the video conferencing software needed. If you have not used it for a long time, it may require an update.



If it is online- it is also a good idea to check your mic and headphones, as well as your internet connection.





## Before the meeting

6

### Find support



Seek the involvement of a co-parent/guardian of the child. You don't have to do everything alone.



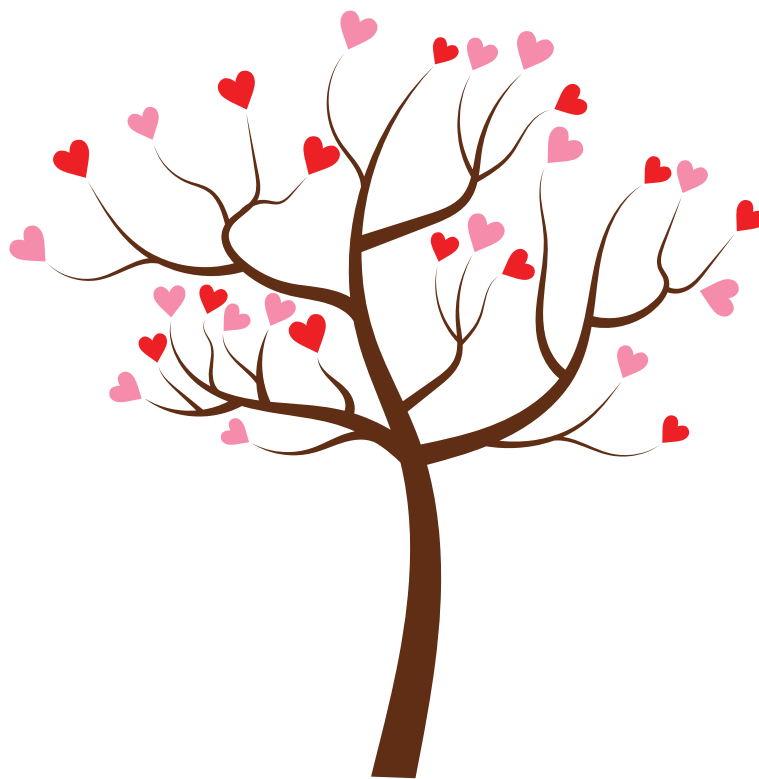
If only one parent/guardian is going to meet the teacher, then it is useful that both discuss and share points on their own areas of concern and observations with each other. This step is also likely to bring more support from the partner post conference.





# How to be ready for Parent Teacher Meet Checklist 2026

Section 2: During the meeting



During the meeting

# Parent-Teacher Meet

- Reach Early** : Be at least 10 minutes early.
- Prioritize your questions**
- Share thoughts and observations** about the child (and situation at home, if necessary)
- Use mindful communication** : Remain clear and specific.
- Take a pause if you feel overwhelmed.**
- Discuss new learnings or specific events related to child**
- Discuss child's medical needs if any.**
- Ask clarifying question before closing**
- Seek feedback** : It helps child improve.
- Take notes** : Don't rely on memory.

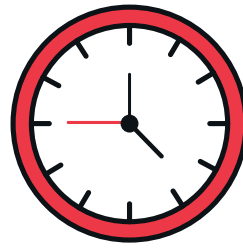




## During the meeting

1

Reach Early



Be 10 minutes early for the meeting to gauge around.



Observe factors that may influence your time with the teacher. here are other parents waiting, then your alone time with the teacher may be impacted accordingly.

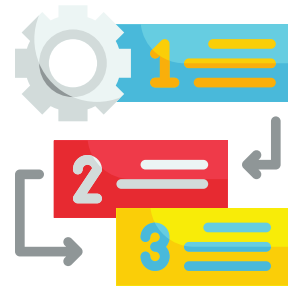




## During the meeting

2

Prioritize  
Questions



In case your time with the teacher is limited, then decide what is the priority for you. This helps in covering the important questions should you run out of time with the teacher.



Depending on the time that you may have with the teacher, rank your questions in your list, according to their priority for you. Move in the same order.





## During the meeting

3

### Share Thoughts and Observations



Share your thoughts and observations of your child with the teacher. These could be related to performance and learning in different subjects, social skills, and anything that the child may have reported as an area of concern.



Focus on building relationships and context for today's conversation.

If something at home/family may be impacting the child, please let the teacher know in case this would be relevant information. For example, if you have just moved home, or if child is away from the parent they are close to, then the child may feel distracted.





## During the meeting

4

### Mindful Communication



Use mindful communication. Ask your questions in a respectful, courteous manner. Remain clear and specific while avoiding judgements and accusations. Use open ended questions well.

### ! TOP TIPS !

- Be assertive. This is different from being aggressive.
- Maintain a non-confrontational and non-judgmental tone throughout the conversation.
- Focus on problem-solving rather than assigning blame.
- Listen actively instead of jumping to conclusions.





## During the meeting

5

Pause If  
Necessary



Take a pause if you feel overwhelmed with your thoughts and feelings. It is okay to take a break and inform the teacher that you would like to continue the conversation at a later time or date. Request for alternate time and date if necessary.



Before you react to something entirely on the basis of how only you feel about it, pause.

Before you say something only to vent out, pause. Pause and reflect on the purpose your reaction, words, and actions serve.

[READ MORE](#)





## During the meeting

6

Discuss new learnings



Discuss any new learning with your child's teacher, as well as any recent events that may affect your child.



A Teacher is your partner in the journey of a child. It is useful to share notes and keep each other in loop.





During the meeting

7

Medical Needs



Teachers may be able to create a more supportive environment if they know more. Discuss any medical needs with your child's teacher, as well as any recent events that may affect your child



It is important to respond to questions and concerns that teachers may also have.

See their questions as their need to understand and support well. Teachers may also, at times, doubt their own capacities to offer support for medical needs. If this is the case, then try to find the middle path, a workable solution- keeping the child's needs and safety in mind.





During the meeting

8

## Ask Clarifying Questions



Before you close the conversation, always ask questions on points that you don't understand or is not clear. This part is necessary!

Do not expect yourself to know a teacher's point of view or all the technical details of a curriculum and classroom activities.



Be okay with what you don't know or understand- and communicate about it.

[READ MORE](#)





## During the meeting

9

### Seek Feedback



Seek Feedback and recommendations. Get the teachers point of view on how you can add to the value or help the child improve



- Some suggestions may sound like a lot of work. If you don't have the capacity or support to do all that is being suggested, try to find relevant support for yourself. You may also want to know if there are alternatives to what you can do.
- It is also a great idea to volunteer for some class activities with children in school. Schools often encourage that. This also helps you build a better relationship with the school system.

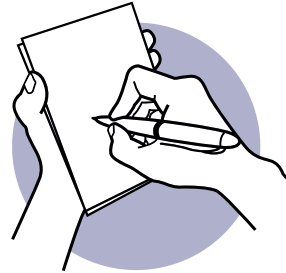




During the meeting

10

Take Notes



Take Notes instead of depending on memory.



As the teacher responds, actively listen and take notes. This shows that you value their input and are committed to working collaboratively. Writing notes is also a great way to make sure that things get done at your end.





## During the meeting

11

### Summarize and Plan



Summarize and Plan Next Steps. At the end of the meeting, summarize the key points discussed and any action items that arise.



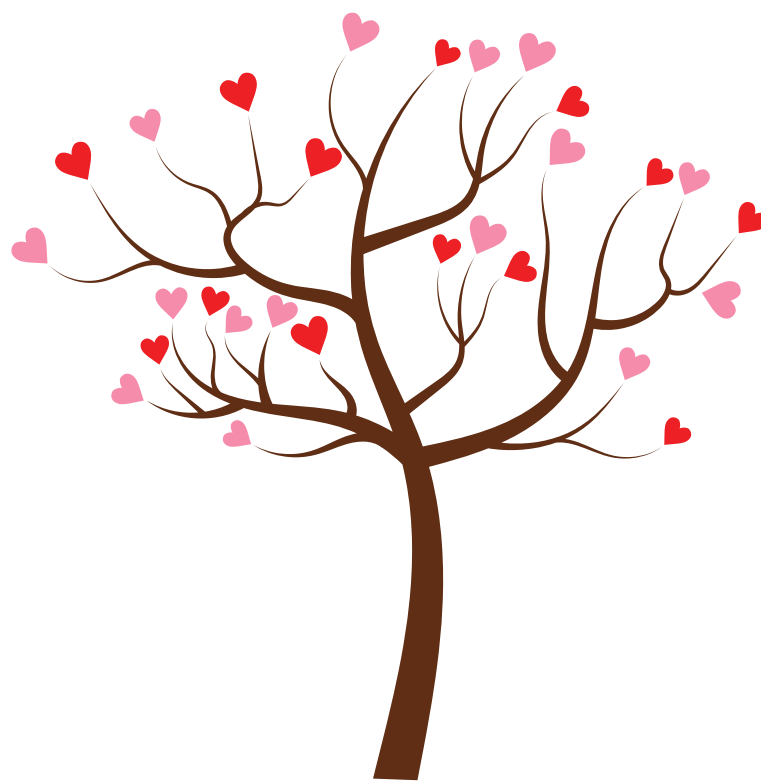
Ensure you and the teacher are on the same page regarding the next steps.





# How to be ready for Parent Teacher Meet Checklist 2026

Section 3: After the meeting



After the meeting

# Parent-Teacher Meet

- Discuss with child**
  
- Stay in touch with the teacher**
  
- Seek Involvement** of the co-parent or guardian.





## After the meeting

1

### Discuss With Child



Discuss with your child about the meeting. They are curious. Try to keep it positive and still talk about the areas of improvement.

Remember. children are active participants in their learning. Therefore, find healthy ways to communicate feedback and expectations of teachers and the school system with them.



Children may have questions about why they need to do certain things in a certain way. Be open to seeing things from their perspective, and answer their doubts without using authority as an expert.





## After the meeting

2

### Stay in Touch



Stay in touch with the teacher throughout the school year.



It is important to meet the teachers at designated times for interactions. It is also a great idea to volunteer for some class activities with children in school. This helps in relationship building.





## After the meeting

3

Seek involvement of co-parents

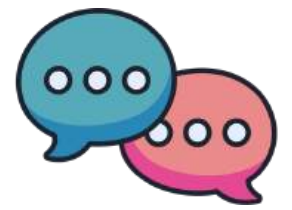


Seek the involvement of co-parent/guardian of the child. If the accountability of parenting is on more than one person, it is important that both communicate openly about their roles and responsibilities toward the learning and development of the child. Share the key points and feedback from the teacher with those involved in co-parenting/guardianship.



Share your own learnings, if any, from the conference. Any tasks planned as a consequence of the parent-teacher conference should ideally with executed with the necessary support required from the other members who are involved in co-parenting.





# Contact Ginny's Planet

for your Parenting & Teaching needs.

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**GINNY'S PLANET**  
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Building A World Where  
Each Child Believes:  
I Have Rights, Respect, &  
Choices. I am okay.

**Being Different is okay!**

