



<p>Keep to time</p>	<p>Please arrive early for your scheduled meeting. You can expect to spend 7 – 8 minutes meeting your child's teacher. If you arrive late, don't expect to be seen straight away as this will cause delays to other people waiting. The teacher might be able to see you if they have a gap, but otherwise you will have to rearrange your meeting for a different date. Similarly, don't expect to change your time to be seen earlier, as this would also be disruptive for others.</p>
<p>Be calm and respectful</p>	<p>Elsley staff will be doing their best to keep to time. Please remember that staff are seeing many parents and carers and sometimes there are delays. Sometimes an update from a teacher might be disappointing or upsetting. Always make sure you stay respectful towards staff. If you are upset or disappointed, try to ask a question about how to improve the situation, such as, "What suggestions do you have about how I can help my child with this?"</p>
<p>Ask thoughtful questions</p>	<p>You may find it helpful to prepare some questions in advance. Try to go beyond general questions such as "How are they getting on?" with more targeted questions such as "Are they on target/ working at, above or below expectations/ making good progress?" Ask about their learning behaviour. Eg "How engaged are they in their learning/ how much do they participate in class discussions/ how much do they fiddle or get distracted?" If their learning behaviour isn't positive, ask the teacher how you can help to address this. Here are some useful questions: Is my child progressing in line with school expectations? What can they do to improve? Is there anything they do particularly well or badly? How much do they contribute in lessons? How well do they interact with their classmates? What can I do to help?</p>
<p>Ask about your child's behaviour</p>	<p>It is a good time to ask the teacher about your child's behaviour, especially if they are quite new to Elsley, or if they are in the younger years. You can check if they have settled in, are behaving in and out of class, making friends and socialising. It may be hard to get honest answers from your child so you will be able to gain valuable information from the teacher in order to address any issues.</p>
<p>Show appreciation</p>	<p>Remember parent/carer – teacher meetings are exhausting for staff as they talk to so many people back-to-back through the afternoon and evening. Please show appreciation for all the work that Elsley staff do working with your child. If you know your child has made good progress or really values their teacher, it is likely that the teacher will appreciate hearing this!</p>
<p>How to express concerns</p>	<p>If you have any concerns about the school, this is not usually the forum for a full discussion. You can indicate that you have a concern and ask if it would be possible to schedule a meeting at another time to discuss these issues. Whatever you do, you must ensure that you maintain a respectful nature. As well as ensuring the safety and wellbeing of staff, it is in your interest to always be respectful. Any issues will be resolved more efficiently and effectively when everyone works together. If your concerns cannot be resolved with the member of staff, you can raise this with a leader in line with the school's complaints policy.</p>