

Activity 1

A survey on arrangements for parent-teacher interviews

Purpose

- To identify times and methods to make it easier for parents to attend parent-teacher interviews

Who will be involved

- Parent Advisory Council
- Principal and other teachers
- Students
- Individual parents

Step 1: Planning the survey

- The Parent Advisory Council works with teachers to plan the questions to ask – see the sample parent survey which can be adapted.
- Agree how long parents will be given to respond to the survey - four weeks is standard.

Step 2: Contact parents

- Send the survey to each parent
- Put up a poster in the school entrance, asking similar questions
- Ask students what they think through their classes
- Encourage students and their parents to ask each other what they think will work best.

Step 3: Analyse finding and agree the action to take

- Collate the replies and analyse the responses given
- The Parent Advisory Council could do this in partnership with the Principal, other teachers and students

Step 4: Informing all parents

Report back on the survey results and the action which will be taken.

- Use a variety of methods to get the information across
- Report back to staff and students as well as to parents

These materials were adapted from "Parents as Partners in their Children's Learning" produced by The Scottish Government, Crown Copyright 2006. Website: <http://www.scotland.gov.uk/Publications/2006/09/07091311>