The one thing more nerve-wracking than being face-to-face with parents is being face-to-face with lots of parents! Here are our top dos and don’ts for open evenings and parents’ evenings.

Do ✓

✓ **Be prepared.** Give plenty of notice and allocate set times to parents so that you can have notes and examples of work at your fingertips and in the correct order.

✓ **Bring examples of students’ work.** but also have examples of non-academic achievements in mind to illustrate your points.

✓ **Keep eye contact, smile and be positive.** Even if there is something negative to discuss, make sure you sandwich it between good feedback. Just being negative will disengage both the child and their parents.

✓ **Ask parents their concerns** and agree on a strategy. Call them to follow up and invite them to call you if there are any issues. Action the things you promise to do.

✓ **Invite parents to be more involved in their child’s learning.** You can organise some ‘come to school with me days’ and suggest they help with reading, school trips and at school events.

✓ **Advise parents on ways they can help at home.** Many are unsure and will appreciate help, even if it’s just directing them to a helpful website or suggesting some games to play.

✓ **Involve students. Invite students to talk about their work.** Why not set up some student-led conferences. Or get students to perform something from the course, for example a short performance and some songs.

Don’t ✗

✗ **Get your students names mixed up!** Make sure you are organised. You could use a checklist of names arranged in order and tick them off as you meet them.

✗ **Just focus on the end of term.** Make sure you reflect on the student’s performance over the entire year.

✗ **Compare pupils to the class average.** Instead, compare them to their individual target. It’s important that parents have realistic expectations of their own child and celebrate their individual progression.

✗ **Be nervous or get angry.** Keep calm at all times. Being prepared and well-organised will help to keep nerves at bay.

✗ **Go over time.** Keep strictly to the allocated time for each set of parents. Having a meeting structure and being prepared will help you to stay on time.

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