

Parent – Teacher Meeting Report

The purpose of these two sample reports is to facilitate communication between the mainstream and/or language support teacher and a parent whose English language proficiency is inadequate to support a discussion about the child. It should be noted that not all parents will immediately understand the images used to represent different school activities.

Name of pupil: _____ **Class:** _____

Date: _____

Punctuality and attendance:



1

2

3

4

5

6



Time school starts: _____

Interaction with other pupils:



1

2

3

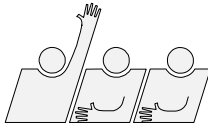
4

5

6



**Interaction/answering in
classroom activities:**



1

2

3

4

5

6



Reading:



1

2

3

4

5

6



Writing:



1

2

3

4

5

6



Speaking:



1

2

3

4

5

6

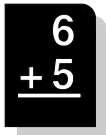


Listening:



☹ 1 2 3 4 5 6 ☺

Mathematics (colours and shapes and opposites):



☹ 1 2 3 4 5 6 ☺

Physical education:



☹ 1 2 3 4 5 6 ☺

Geography (local and wider community):



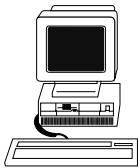
☹ 1 2 3 4 5 6 ☺

Science (nature study):



☹ 1 2 3 4 5 6 ☺

Information technology:



☹ 1 2 3 4 5 6 ☺

Homework:



☹ 1 2 3 4 5 6 ☺

Class teacher: _____

Language support teacher: _____

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This version of the report, using the 'smiley faces', may be used where less specific information about a child's performance is appropriate.

Name of pupil: _____ Class: _____

Date: _____

Punctuality and attendance:

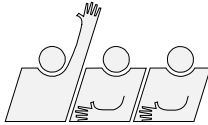


Time school starts: _____

Interaction with other pupils:



**Interaction/answering in
classroom activities:**



Reading:



Writing:



Speaking:



Listening:



Mathematics (colours and shapes and opposites):



Physical education:



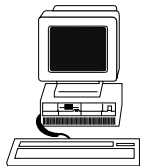
Geography (local and wider community):



Science (nature study):



Information technology:



Homework:



Class teacher: _____

Language support teacher: _____