

Ideas for Parent-Teacher Conferences, Open House, and Parent/Caregiver Communications!

PARENT-PUPIL POTLUCK!

Get parents and/or caregivers involved with school with this yummy idea!

With your students' input, select a date and potluck theme. Have the children design an invitation and ask them to take it home to their caregivers. Students with last names beginning A-J bring a salad, K-R bring a main dish and S-Z brings a dessert. Ask each family to provide their own paper products and cutlery. You can provide paper cups and punch. By getting to know you and others better, your students' parents or caregivers will be eager to help out at school and get more involved in their child's school experience.

OPEN HOUSE GOODIE BAGS!

Give each student a brightly-colored lunch bag. Ask them to decorate the bags for their parents or caregivers to take during Open House. Fill the bags with good work papers, a special note students write and any small art projects. At the close of the day, after the classroom is spruced-up and desks straightened, have students set the bags on their desk tops. Parents/caregivers will be proud to take the bags home to share with other family members.

PARENT/CAREGIVER SIGN-UP SHEETS!

Encourage students to help in the classroom, especially during holidays and field trips by sending home a parent/caregiver sign-up sheet. (A sample form is contained in this unit.) Add known dates or any other specific information before duplicating the form for your students.

UP-LIFTING OPEN HOUSE

At your local gift store, have a large balloon filled with helium and tied with a ribbon to give to each child in class. (You may wish to have several extra balloons filled, just in case some break unexpectedly.) Give each student a balloon and ask them to write their names on the balloons using a permanent marker.

Tie the appropriate balloon to each student's desk. What an "uplifting" and colorful way to welcome parents and caregivers to class! (They can then take the balloon home to their child after the conferences.)

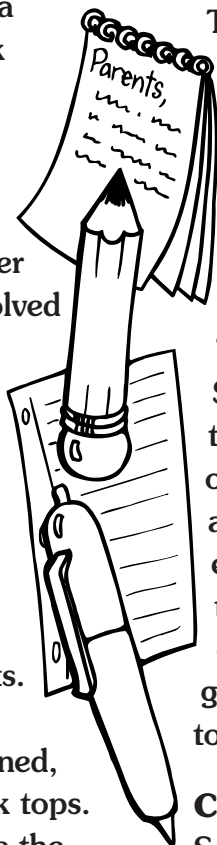
MYSTERY STUDENT!

Break the ice during Open House or Parent-Teacher Conferences with a "Mystery Student" bulletin board. Give each student the "Mystery Student" questionnaire to fill out. Frame the papers with colorful paper and display them on the class board. As parents and caregivers visit the classroom, ask them to guess which questionnaire was filled out by their child. Encourage parents/caregivers to write the student's name at the bottom of the page.

CLASSROOM UPDATE!

Send weekly or bi-weekly update notices home to parents and caregivers using the form in this unit. Fill in the important information you wish to emphasize, duplicate on colored paper and send a copy home with each student on a regular basis.

This quick way of notifying parents and/or caregivers of classroom achievements and upcoming events will go a long way in your efforts to communicate with your students' families.





Classroom Update!

Teacher _____ Room # _____

School _____ Date _____

Look What's Happening!

Special Students!

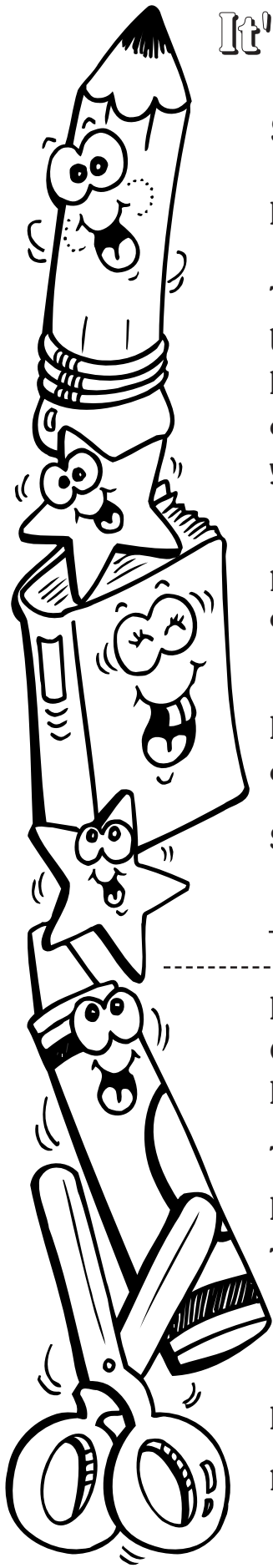
Upcoming Events! _____



How Parents/Caregivers Can Help! _____

Here's How to Contact the Teacher! _____

It's Parent-Teacher Conference Time!



School _____

Dear Parents/Caregivers:

I'm looking forward to meeting with you during Parent-Teacher Conferences. Your appointment time and date is noted below. Please confirm the appointment by signing the form and having your child return it to me at school. If you need a different time or date please let me know so that I can reschedule your appointment.

Please arrive for the appointment on time and come prepared with any questions or concerns you may have about your child's progress.

This meeting is very important to your child's education. I'm looking forward to the conference and working with you to ensure your child's success.

Sincerely,

_____ Room # _____

PLEASE NOTE THE TIME AND DATE OF YOUR CONFERENCE. PLEASE SIGN AND RETURN TO ME BY _____ .

To the Parents/Caregivers of: _____

Date: _____

Time: _____

I will attend the scheduled conference.

I cannot attend on this date and/or time.

I would prefer _____ Date _____ Time _____

phone number: _____

_____ Teacher

_____ Parent's Signature



**Parents and
Caregivers!**

**You're Invited
to our**

OPEN HOUSE!

Date: _____

Time: _____

Teacher: _____

Room #: _____

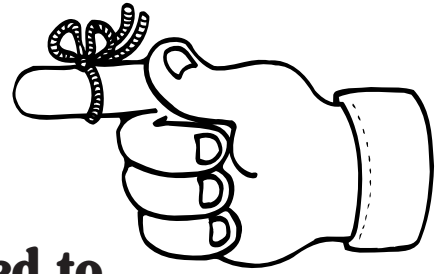
Parent-Teacher Conference Individual Student Check List

(Here are a few suggestions for discussing individual students' achievements, abilities and concerns.)

- Greet the parent(s) or caregiver(s) and express your pleasure in their attendance at the conference.
- Tell them how much you enjoy having their child in class and give an example.
- Show several samples of the student's work covering various areas of the curriculum.
- Thoroughly discuss the student's report card, ask for questions and comments and give the parent(s)/caregiver(s) a copy to take home.
- Supply the parent(s)/caregiver(s) with a copy of your school's manuscript or cursive alphabet.
- Give parent(s)/caregiver(s) a list of suggestions outlining how they can help the child at home.
- Explain your discipline policy and homework procedures.
- Provide documentation of the student's absences.
- Have handy a copy of each text or reading book you may wish to discuss.
- Discuss any problems concerning the student's relationship with others, work habits, motivation and attitude.
- Discuss any health concerns such as sight problems, nutrition, need for adequate sleep, etc.
- Ask parent(s)/caregiver(s) to write a brief, positive note to their child that can be left in his or her desk and found the next day.
- End the conference on a positive note by summarizing the highlights of the meeting and thanking the parent(s)/caregiver(s) for coming and being involved in their child's school experience.



Parent/Caregiver Reminder!



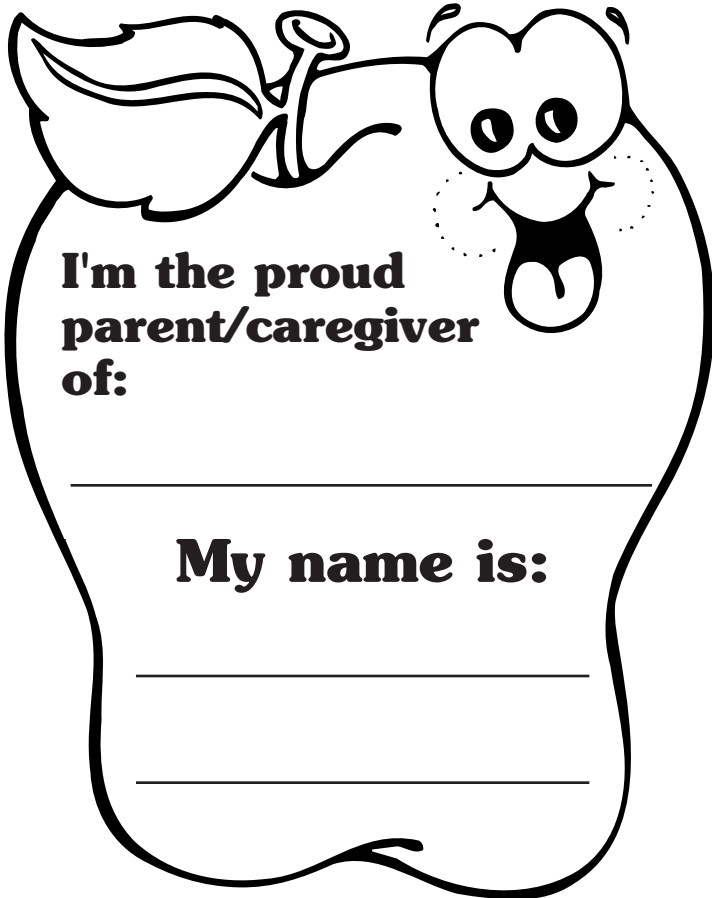
Just a reminder that you have volunteered to

on _____

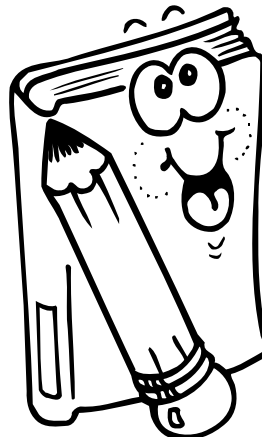
Thank you so much for your help!

Teacher

Room #



**Dear Parent or Caregiver:
Your child is the greatest!
I especially enjoy.....**



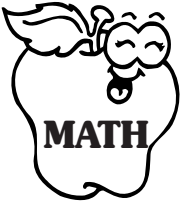
Signed,

Your child's teacher

Parent-Caregiver-Teacher Communications

Student: _____















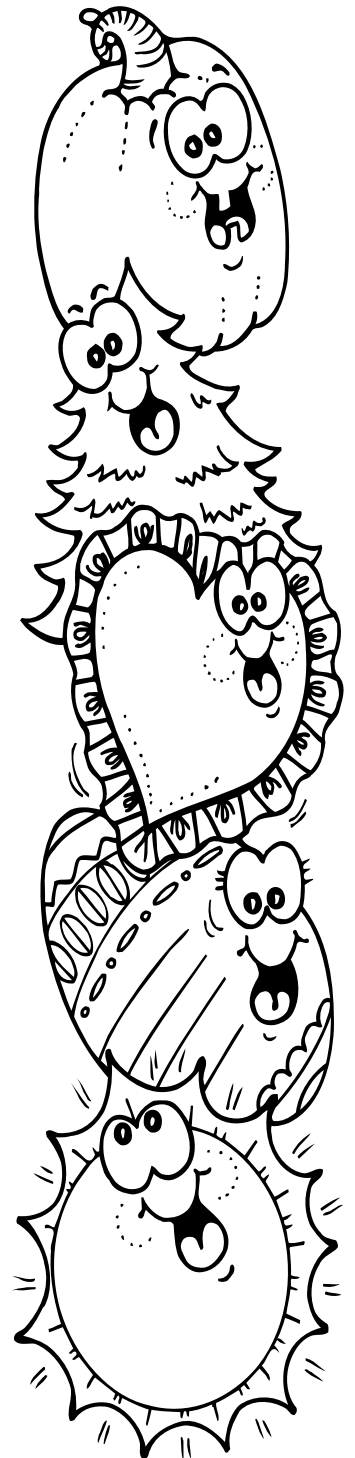
(Teachers, Parents, or Caregivers can use this sheet to record comments or concerns about a student's abilities and participation in various school subjects.)

PARENT/CAREGIVER SIGN-UP SHEET

Teacher _____ Room # _____

Please sign up for ways you can help during the school year, such as bake cookies, providing paper products, helping in the classroom, supervising field trips, etc. Please send this form back to school with your child.

<p>Halloween Party! Student's Name: _____ Your Name: _____ Phone: _____ Ways I can help! _____ _____</p>
<p>Christmas Party! Student's Name: _____ Your Name: _____ Phone: _____ Ways I can help! _____ _____</p>
<p>Valentine's Party! Student's Name: _____ Your Name: _____ Phone: _____ Ways I can help! _____ _____</p>
<p>Easter Party! Student's Name: _____ Your Name: _____ Phone: _____ Ways I can help! _____ _____</p>
<p>Year-End Party! Student's Name: _____ Your Name: _____ Phone: _____ Ways I can help! _____ _____</p>
<p>Field Trips! Approximate Dates: _____ Student's Name: _____ Your Name: _____ Phone: _____ Ways I can help! _____ _____</p>



Mystery Student!

I am a **Boy** **Girl**

I have _____ eyes!

I have _____ hair!

My favorite color is _____.

I have _____ sisters
and _____ brothers.

My best friend is:

My favorite school subjects are _____

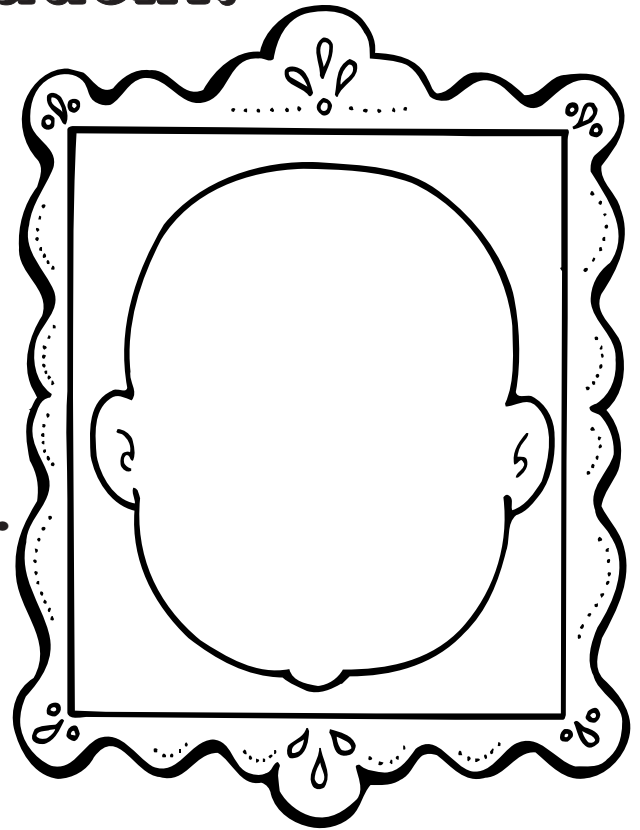
My favorite thing to do is _____

I also love to _____

But I don't like to _____

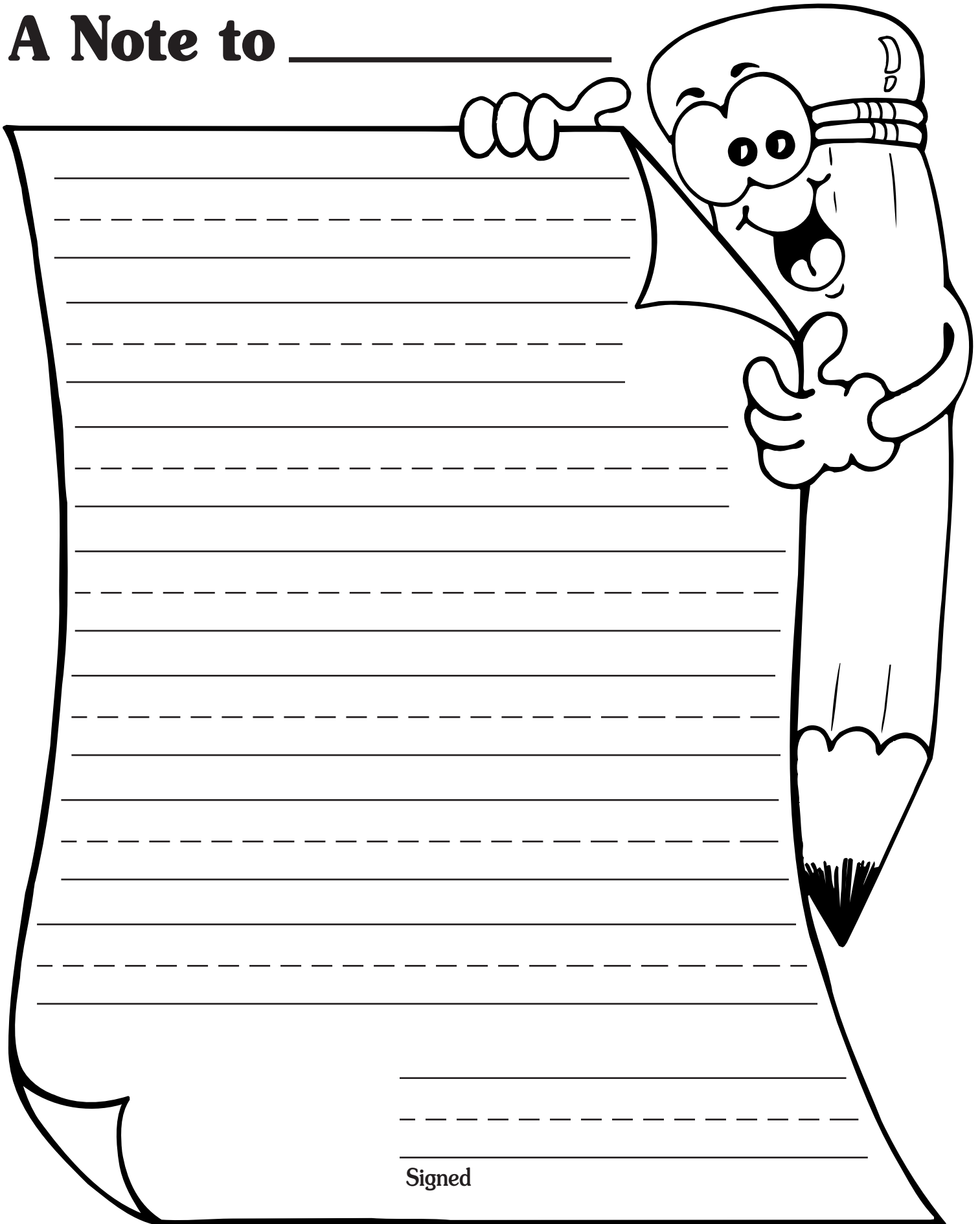
Guess Who I Am!

Name



My Portrait!

A Note to _____



Signed