The Parent–School Conversation Planner

Prepare for a constructive meeting about a student's well-being.

Student initials (optional) / grade / meeting date

01 Begin with observations

Describe what you have seen or heard without labeling or diagnosing. Include strengths, concerns, and patterns.

What is going well for this student?

What changes or concerns have appeared? When and where?

02 Invite the student's perspective

Use the student's own words when possible, and ask what helps them feel supported.

What does the student say they need or find difficult?

Bring only the information needed for the meeting. Share and store completed pages in accordance with applicable school and family privacy practices.

From Conversation to Action

Agree on practical steps, owners, and a date to review progress.

03 Questions to ask together

- [ ] When is the concern most noticeable, and what supports have already been tried?
- [ ] What adjustments can be made at school and at home?
- [ ] Who should the student speak with if they need support during the day?
- [ ] What is the best way to communicate, and how often should we check in?

Agreed support / who will take the lead

How we will notice progress or know the plan needs adjusting

Follow-up date / contact method

This planner does not replace school safeguarding procedures, a professional evaluation, or emergency help. For immediate danger, call emergency services.