Parent teacher meeting question sheet

Prepare a few practical questions and follow-up actions.

Three steps

1. Choose top questions
2. Listen to feedback
3. Record agreed actions

A worked example

Topic	Reading
Question	What practice helps?
Teacher response	Discuss
Next action	Agree plan

The goal is a practical next step.

Keep student records confidential.

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Use one row per item or decision. Start with what you know.

Topic	Question	Teacher response	Next action

My next action / when