

Discussion Points for Teacher-Parent Conference

Dear [Parent's Name],

As we prepare for our upcoming conference on [Date], I would like to outline some key discussion points to ensure our meeting is productive.

1. Academic Progress

- Review of [Child's Name]'s grades and overall performance.
- Discussion of strengths and areas for improvement.

2. Social Development

- Observations on [Child's Name]'s interactions with peers.
- Feedback on group work and participation in class activities.

3. Attendance and Punctuality

- Overview of [Child's Name]'s attendance record.
- Impact of attendance on academic and social performance.

4. Support and Resources

- Recommendations for additional resources or support.
- Discussion of ways parents can assist at home.

5. Future Goals

- Setting academic and social goals for the next term.
- Planning for upcoming projects and assessments.

Thank you for your involvement in [Child's Name]'s education. I look forward to our discussion and working together to support [Child's Name]'s growth.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]