

ASSESSMENT · ADULT TEMPLATE

# Parents' Evening Data Pack

What every class teacher needs

## Why coordinators run this

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## The 10-minute slot — recommended structure

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## Language to use vs language to avoid

Use	Avoid
'working at expected'	'level 4b' / 'sub-level' (abolished in 2014)



Use	Avoid
'reading age 8' (only if standardised score available)	Made-up 'reading levels'
'next focus is X'	'targets'
'we'd love to see X at home'	'homework needs to be done'
'Sam is strong on Y'	'Sam is gifted'
'Sam needs more time on Z'	'Sam is behind' / 'Sam is struggling'
'Sam finds friendships tricky'	'Sam has no friends'
'Sam has good relationships with adults'	'Sam is well-behaved'
'I'd love to talk more about that'	'Let's not get into that now'
'Here's what would help'	'You should...'

Difficult conversations — scripts

Things to NEVER say



**Coordinator's pre-evening checklist**

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**Class teacher's pack for parents' evening**

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| ■ Each child's current attainment data (printed, not on screen) | ■ Specific examples of each child's work (children's books to hand) |
| ■ Notes on any behavioural / friendship observations            | ■ Notes on any home-related context already known                   |
| ■ Language guide one-pager                                      | ■ Scripts for the 3 likely difficult conversations                  |
| ■ Pen for follow-up notes                                       | ■ Water bottle (4 hours of evening conversations is exhausting)     |
| ■ Coordinator's mobile number for escalations                   | ■ Pre-prepared intervention referral form (in case it comes up)     |

