

PARENT COMMUNICATION · ALL GRADES

Note-Taking Sheet

During parents' evening

Why take notes

By the end of an evening with 25-30 conversations, you remember almost nothing specific. Without notes, the parents who shared important context don't get a follow-up. The agreements you made don't get acted on. The concerns you heard get lost. A single sheet per child, taking 30 seconds to fill in at the end of each conversation, captures what matters.

[Child name]: _____ Time: _____

Field	Notes
Who attended (parents/carers)?	_____
What did they ask about?	_____
What did THEY share that was new?	_____
Anything to follow up on?	_____
Did we agree any specific actions?	_____
Mood — went well / OK / difficult?	_____
Next steps for me	_____

Things worth noting



Family context shared Health issues, bereavements, divorces, moves, sleep problems. Any context that helps you make sense of school behavior.	Specific concerns 'Worried about reading speed,' 'Concerned about friendship with X.' Specific concerns deserve specific responses.
Things to investigate Anything the parent said you didn't know — was it true? Was it accurate? Did you miss something?	Agreed actions What did YOU agree to do? Send extra phonics activities? Check in about a friendship? Email about a trip cost?
What to bring to the next conversation If you've agreed something specific, note it for the follow-up letter / next parents' evening.	

Within 48 hours

1. WALK THROUGH ALL SHEETS. Pick out everything that needs follow-up. 2. SEND ANY PROMISED FOLLOW-UP EMAILS. Within 48 hours. Trust dies in the gap. 3. LOG ANY SAFEGUARDING INFO appropriately. Family changes, mental health concerns, anything you should pass on. 4. SEND A QUICK 'THANK YOU FOR COMING' email to families who might value it. Especially first-time-attendee families, families who've travelled, families you don't see often. 5. SLEEP PROPERLY. Parents' evenings are exhausting. The follow-up matters but so does your wellbeing.

