Parents’ evening questions and follow-up sheet

Print this sheet, or talk through the prompts together. Use only the parts that help. Keep completed copies private.

Take a few questions rather than trying to cover every prompt. If a concern is urgent or needs a longer conversation, contact school separately.

Before the meeting

Something my child enjoys: _____

Something they find difficult: _____

A question they would like me to ask: _____

My two main priorities: _____

Questions to choose from

What is going well, with an example?

Which skill needs support next?

What does that difficulty look like in the classroom?

How are friendships, breaks and joining in going?

How does my child ask for help?

Is agreed support in place and working?

What would be useful for us to do at home?

Continue: Parents' evening questions and follow-up sheet

What I heard

A specific strength: _____

A specific difficulty or question: _____

An example that helped me understand: _____

A term or comment I need explained: _____

Our agreed next step

School will: _____

At home we will: _____

My child will be supported to: _____

Who will send any information or example? _____

When and how we will review: _____

Useful closing sentence: "Can I check that I have understood what each of us will do next?"

After the meeting

What I will share with my child: _____

A question that needs a separate appointment: _____

Contact person and method: _____

Keep notes somewhere private. The sheet should help you remember a conversation and act on it, rather than become another record your child feels judged by.

Browse all free resources.

For ideas to use alongside this resource, read Parents' evening: leave with a clear picture and one next step.

More help for your family

Prepare a few useful questions, ask for examples and agree who will do what after the meeting.