Parent/Teacher Meeting

How is your child doing at school?

Parent/Teacher Meeting

Once each term you and your child will meet your teacher or form teacher to discuss your child's progress. You can discuss how your child is doing generally, in the various subjects at school and how your child can progress further.

Subjects to discuss

During the meeting you will discuss what your child has learned since the previous Parent/Teacher meeting, and if your child finds anything more or less difficult. You will also discuss how your child can learn more, and how he or she gets along with the other pupils and the school staff. There may be incidents that your child needs help managing, or situations that he or she has trouble understanding.

You and your child are expected to tell the teacher how you think things have worked out at school. If something needs changing, the teacher/school should be told. You may also discuss what your child needs to do and how you as a parent can support your child.

Written assessments

At the Parent/Teacher meeting, your child will receive a written assessment for every academic subject. These assessments aren't grades that can be compared to those of other pupils; they are an individual assessment of what your child has learned so far in the various subjects.

Using these assessments, you can see whether your child has learned what was intended and how well he or she has followed the plans set out at the previous Parent/Teacher meeting. If your child is having difficulties, the discussion should deal with whether he or she needs extra support in order to make better progress.

Some schools provide written assessments of children's progress in other areas, such as social development. These assessments may include aspects like "taking more responsibility for his/her studies" and "understanding other people's situation".

Individual development plan

After the discussion, the teacher will summarise the conclusions you have come to in your child's Individual development plan. This plan contains concrete descriptions of what the school and teachers will do in order for your child to learn more about the various subjects and continue his/her progress. It may also contain suggestions or ideas of what you and your child can do.

You and your child will receive a copy of the development plan. Please check that the subjects you discussed are included and described correctly.

Facts about the responsibility for Parent/Teacher Meeting, and written assessments

The head teacher is responsible for ensuring that all the teachers hold Parent/Teacher Meetings and that parents receive information about their children's progress and school situation. The head teacher is also responsible for the formulation of the school's written assessments, and determines whether the school provides written assessments of their pupils' progress in other areas or not. It is also the head teacher who decides whether the school should investigate if a child needs special support, and whether the school should write an action plan for this child. The head teacher is also responsible for ensuring that such a program is implemented.

The teacher is responsible for holding the Parent/Teacher meeting and writing the Individual development plan. The teacher is also responsible for providing written assessments of every pupil, and ensuring that these assessments clearly specify the pupil's academic progress.

The parents are responsible for attending the Parent/Teacher meeting and for conveying their questions and views.

Action plan facts

If a pupil needs special support in any way, the school is required to ascertain the needs of this particular pupil and write an action plan. The action plan should state what kind of support the pupil needs and how the school will plan and implement this support. The plan should also specify the person or people in charge of this support and how the school will follow up to ensure that the plan works as intended. As a parent you are entitled to be involved in and have a say on this action plan.

Secrecy facts

Written assessments and Individual development plans are public documents. This means that these documents must be supplied to anyone who requests them. This is why it is important that these documents do not contain any information that could be sensitive for the pupil if it is released.

If any sensitive information is included in these documents, according to the Swedish Official Secrets Act it must be removed before the document is handed over. The Official Secrets Act describes what kind of information this applies to. Private schools aren't included in the principle of public access to official records, so they are not required to hand over documents at all.

Read more:
Allmänna råd och kommentarer.
Den individuella utvecklingsplanen med skriftliga omdömen.

www.skolverket.se/iup

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