



Helpful hints to a successful learning conversation at a PPT (Pupil/Parent/Teacher) Talk Time

What is a learning conversation?

A learning conversation is a discussion between your child, their teacher and yourself as parent/carer. The conversation will be based around their success and achievements as well as identifying what they need to do to progress in their learning (next steps).

How often will they occur?

We will ask you to meet with us 2 times a school year. (November/ March) There will be a variety of appointments on offer and it is essential that you attend both these meetings with your child.

Why does my child need to come along?

Your child has responsibility for their learning whatever their age. In school we are sharing their next steps every day. They reflect on what they are doing well and how they can do better. It is important that at a formal sharing meeting all parties are present so we can work together to ensure the next steps are achieved. Some children not only require extra help from home but may also need referrals to be made to other partners to support their learning.

What I can do as a parent?

Come to the meeting, this is very important. Be prepared to listen and suggest how you can help your child move forward in their learning.

What can I do beforehand?

Have a conversation with your child about what they think is going well and what they need to work on. At a meeting there should be no surprises!

What happens during the meeting?

The teacher will provide information on where your child's learning is according to Curriculum for Excellence. Everyone will have an opportunity to talk about the learning and agree how it will move forward. There will be an opportunity to ask questions.

What happens after the meeting?

The teacher will take notes and these will be used to support your child in their future learning. In March/April the minute of the meeting is formally recorded on our School Management System -SEEMIS. This is then printed out and sent home in your child's learning folder. You can take the copy out of the folder to keep for your own records. Your child's learning folder contains examples of where your child has shown breadth, challenge and application of their skills across the curriculum.

Important – Please remember conversations don't need to be limited to the 2 times a year. If you have a query ask for an appointment with your child's teacher and they will happily discuss any concerns you may have. On the reverse you will find a copy of the template that can be used when recording the meeting. There is no need to complete this before you come but you can use it to make notes.

Pupil/ Parent / Teacher Talk Time

Name		Date	
Class		Receives support with their learning	
General Comment			
Effort	Behaviour	Homework	
Language and Literacy			Level
Strengths and next step(s)			
-			
-			
-			
Maths and Numeracy			Level
Strengths and next step(s)			
-			
-			
-			
Health and Wellbeing			Level
Strengths and next step(s)			
-			
-			
Other Curriculum Areas			Level
Strengths and next step(s)			
-			
-			
-			

Signatures

Pupil	Parent / Carer	Class Teacher