

Parent-Teacher Conference Notes

Date: _____

planners

PW PW PW PW PW PW PW

Prepared before the meeting, completed during it, and actually referred to afterwards.

Pupil

Class / year

Meeting date

Going well

Needs attention

PW PW PW PW PW PW PW

Raised by the parent or carer

Agreed actions

What	Who	By when

Review

Next check-in

Signed

PW PW PW PW PW PW PW