



**GOOD TO  
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# Influencing conversations with parents guide

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302–310 Sheridan Street  
Cairns, QLD, 4870  
PO Box 278  
North Cairns QLD 4870  
Phone: +61 7 4042 7200  
[www.goodtogreatschools.org.au](http://www.goodtogreatschools.org.au)

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# **Section 1: Engaging with families**





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## 1 Overview

The *Influencing conversations with parents guide* is designed to assist the school team to successfully engage with parents.

It outlines how the leadership and teaching team works with parents to improve the support they provide their child so they succeed in their education.

It is structured around educating teachers on how to develop positive working relationships with parents so that parents understand how best to support their children to be school ready, and what sorts of practices parents can do to take full advantage of the education opportunity they have.

It also outlines a set of education conversations that the teaching team has with parents to best support their participation in their child's education.

### 1.1 School-led parent engagement

Having strong relationships with parents enhances the schools ability to deliver the schools Education Model. The two central elements of the Education Model are:

- effective instruction using targeted strategies to improve teaching, providing students with additional support, and continually improving program delivery
- engaging parents in their child's education through regular targeted influencing conversations that lead parents to increase their commitment to assisting their child to do well at school.

The school team spends much more time on students' welfare and engaging with parents than they would in a mainstream setting. Their role is to always be influencing the behaviours of parents to enhance their child's development and capacity.

When the teaching faculty is engaged in honest conversations with parents, parents can see how well their child is doing. Parents then start to get comfortable with how the teacher gets the most out of their child. Then they start to trust their child's teacher, respect what they have to say and want to work with them to support their child.

Parents who are engaged with the school are more likely to align their parenting behaviour approach with the school's behaviour management approach and start to incorporate it into their parenting practices.

The effort of the school is dramatically enhanced when parents are engaged and aligning the aspirations, they have for their child with what the school says the child practically needs to take advantage of their education opportunity.

School leaders are responsible for ensuring that parents are engaged in supporting their child's education and engaged in school life.

They regularly model parent and family engagement. They set expectations with the staff and guide and support them.

School leaders attend parent visits with their teachers, observe their engagement and coach them with feedback.

They identify successful practices and share them with staff and identify effective teachers who can serve as models and mentors to other teachers.

School leaders share the results that the team gets with family engagement weekly, so the whole team learns from the most successful practices.

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## 2 Engage with parents

### 2.1 Develop successful relationships with parents

Positive and effective relationships between teachers and parents are built on the back of principles that underpin any communication:

**Be sensitive**

**Be respectful**

**Be professional**

#### Tips

- **Treat one another as equals.** Teachers know about education, but parents know their child. Share your knowledge and encourage parents to do the same. Let them know you value their input and ideas to get collective insight, wisdom and creativity to solve problems.
- **Be honest.** Be upfront with parents about where their child is at, and what will need to happen to help them develop to the same levels as their peers.
- **Establish shared objectives.** Frame conversations around a common goal that you can collaborate on. Listen and let them know you have heard and understood.
- **Be understanding.** Take the time to understand what motivates and drives your students' parents so you can help them achieve their goals for their child.
- **Respect diversity:** Accept opinions that differ from yours, and take the time to consider them and factor their insights into your decision-making.
- **Be positive.** Parents love their children and will warm to others who also care about them, so show you care about their child's success by sharing the positive outcomes, like a sample of their work, a video of them reading or a photo of them getting an award.
- **Find each other's strengths.** Everybody has strengths. Ask parents what their strengths and weaknesses are to work out how to share responsibilities and approach tasks together.
- **Bond through adventure.** Adventures bond people as they share experiences. They can happen between the teacher, parents and student, and be as simple as a classroom experience where the child learns something new.
- **Address differences when they arise.** It is inevitable that differences of opinion arise. Address them promptly. Outline your concerns and support your points with examples. Stress your commitment to the relationship and your wish to find a solution that works for you both.
- **Commit to excellence.** Commit to excellence in what you expect of their child and how you support them. Signal that you welcome a challenge and stay committed even when times get tough. This will inspire parents to commit to excellence for their child as well.
- **Manage your boundaries.** Set and assert your boundaries so you know how much time you can devote to a parent relationship.
- **Clarify the actions you agree to take.** Be up front on what you will do and what they will do, and be clear on what will happen next.
- **Avoid gossip.** Don't be drawn into gossip conversations, as it undermines integrity and exacerbates situations, or leads to conflict that undermines parents' ability to trust you.

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## 2.2 Leverage of other school relationships with parents

The school has many established formal and informal networks that new team members can tap into, with a variety of engagement techniques depending on the situation.

### Tips

- Identify colleagues who already have relationships with your parent group and ask them to introduce you.
- Provide copies of your contact details and information about yourself to partners and family friends.
- Invite a natural leader or other parent who is respected to go with you to meet other parents.
- Share your successes and challenges with the school team regularly so others can learn from your experiences.

## 2.3 Build relationship with disengaged parents

Many disadvantaged parents have traumatic memories of their own schooling experiences, are disengaged from education, and may be initially distrustful of approaches from the school team.

### Tips

- Make your first contact with a parent positive and memorable.
- Recognise that people's past experiences are varied, so adjust your approach depending on their demeanour and reactions.
- Demonstrate respect and empathy by understanding the family's past experiences, current situation, concerns and strengths.
- Be aware of your own biases and how these may impact on your ability to relate to others.
- Be aware of information that you may consider as 'fact', but which may be a myth or a stereotype.
- Talk about their child's interests, as well as their goals, thoughts on education and opinions about high schools.
- Encourage parents to bring other family members to the meeting.

## 2.4 Strengthen relationships with parents

Relationships are dynamic. They sometimes can become strained or weakened and can always be strengthened. Make existing relationships with parents even more effective by becoming familiar with the parents and their community.

You will not gravitate to every parent you work with, but you need to maintain a professional relationship with them. Not all relationships will be great, but they can be workable.

### Tips

- When you see parents in the community setting, use the opportunity to connect with them.
- Get to know the parents of your students better outside the workplace.
- Attend family-orientated events or activities to build rapport and spend time with your students' parents in a relaxed setting.
- Maintain regular contact to keep the relationship on track with a short 'how are things?'
- Email, text or call to see how parents are going and share something positive that happened with their child.

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- Ask the parents you are close to for feedback on your working relationship and highlight anything they might like you to do differently.
  - Identify someone in your school who has strong relationship-building skills and ask them to coach or advise you on how you can improve your own approach with parents.
  - Make the first move to improve the relationship by engaging them in a genuine conversation or inviting them somewhere.
  - Find things that you have in common. Ask them about their background, interests and past successes, and tell them about yours.
  - Maintain trust so if things do go wrong, the damage is minimised.



## 2.5 Identify each student's parents

Teachers reach out to the parents of all the students in their class so that all students have the same advantage. Teachers build a Parent Map at the start of each year, so they know who the parents of their students are.

### Tips

- Get your students together as an after-school activity to help you build the map, as it will help you bond with them and they will appreciate you taking an interest in their family.
- Ask them which relations live in their home and who mostly takes care of them.
- Map it all out on a large piece of paper or a whiteboard, starting with students' names and creating parents and family names around them.
- Highlight the key relationships for them. Usually, every child will have one special relation who takes an interest in their education, so get your students to nominate who that is.
- Use the map to start developing your parent relationships.

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## 2.6 Schedule a meeting with parents

Meetings with parents can be held on any weekday and, under special arrangements, on weekends. They can happen in the morning or after school.

- Schedule a meeting or conversation instead of just dropping in or calling.
- Give parents the option to set the meeting time and plan around their availability.
- Hold meetings early in the week if possible, as Friday is when people are the most tired and people are harder to get.
- Be clear about the intention of your meeting and who you want to attend.
- Explain the purpose of the meeting to the individual and family when you make the appointment.
- Check the school calendar when arranging meetings to see if other events are occurring that may impact on your meeting.
- If you are inviting a large group of people, create an invitation or flyer to hand to parents in person, and a poster to display around the school and community.
- Invite people through text, email, word of mouth or direct contact.
- Remind people of meetings in the lead up to them.

## 2.7 Set the meeting location

Wherever possible, hold parent meetings in the school so parents can focus on their children's education. Other locations may be convenient depending on the nature of the meeting, available space and what equipment is required.

### Family homes

You may be invited into a family's home or you may have a meeting in the garden or on their front porch. A home is intimate and personal so respect people's privacy.

#### Tips

- Talk to the principal or a local person on staff if you wish to make contact with specific people and ask if there are any circumstances that may prevent you from visiting.
- If you make a booking at a parents' home, ensure you get clear directions on how to get there.
- Only enter a family's home if you are invited to.
- When entering a property and there is no one in sight, call out to say hello.
- Some people do not appreciate unsolicited visits, so if they do not respond, leave.
- Assess whether it is safe to enter and whether any threatening animals are restrained.
- Do not ever go into homes where there is clearly being consumed or gambling occurring.



### Public spaces

Public spaces are great if you are setting up a display or information table. Link in with other community-based activities or events to maximise the audience you are targeting.

#### Tips

- Contact the local authority as a courtesy, and to gain permission if necessary, to use the space to set up a display or hold your activity.
- Consider health and safety issues relating to your display. For example, if you are using a banner on a windy day, make sure it will not fall on people.
- Make your display interesting and engaging, and stand in front of your table, not behind.
- Leave the area tidy after you have packed up.

### Telephone

Sometimes a quick telephone conversation is all that is needed to check in or share information with a parent, and sometimes it is the only way to initially reach them.

#### Tips

- Ensure you maintain a straightforward communication style and avoid making comments that could be misinterpreted.
- Use it as a chance to arrange a face-to-face meeting.
- Check understanding and any agreed actions at the end of phone calls.
- Make it clear in emails that you are available if further information is required.

## 2.8 Hold the meeting with parents

People will relax and be receptive to your message if you make them feel welcome and valued.

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## Tips

- Offer tea and coffee, morning tea, sandwiches or some form of refreshment, depending on the type of meeting you are holding.
- Be on time and expect the meeting to start on time.
- If people are not on time, allow five to 10 minutes and start without them.
- If you are waiting for a meeting to start, use that time to build relationships with those present.
- At the beginning of the meeting, explain the purpose of the meeting so everyone is clear.
- At the end of the meeting, summarise the issues discussed and any outcomes from the meeting.
- If there are items to follow up after meeting, let people know you will contact them again and when.
- When it is clear people need more information on a topic, extend meeting times or reschedule.
- Thank people for their attendance, feedback or input.



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## 2.9 Communicate with parents during the meeting



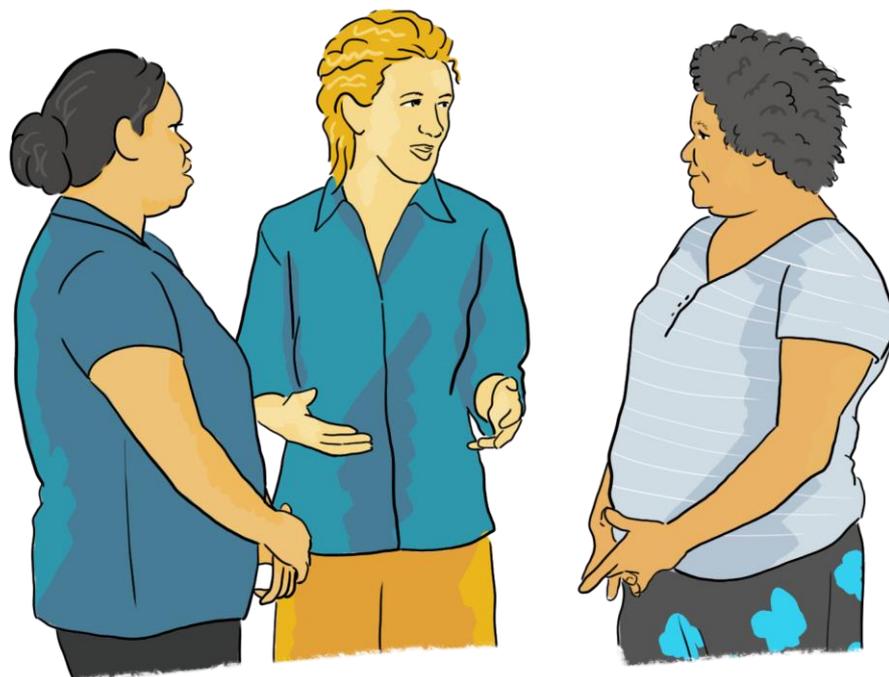
The way you present information enhances a person's understanding, so develop clear presentation material and practise what you are going to say.

### Tips

#### *Documentation*

- Aim for simplicity, and use images, diagrams, metaphors and simple sentences.
- Practise your presentation and seek advice from colleagues who have experience in delivering similar presentations.
- Outline the objective of the meeting so people are clear what the meeting is trying to achieve.
- Speak simply and clearly, and don't talk too fast.
- Build a rapport with participants to help you get the most out of a conversation.
- Draw parents into the subject.
- Step back to let others speak but keep the subject on topic.
- Take time to explain new concepts or unfamiliar words.
- Use positive body language, make eye contact, smile, shake hands and be aware of how you stand.
- We remember stories more than facts, so tell a story or use analogies.
- Conversations are sometimes confronting, so keep checking to see the parents are coming along.
- Draw out participation in the conversations and gain their thoughts and ideas.
- Paraphrase key statements that people make so they feel you are listening to them.
- Observe people's reactions and check that complex topics are being understood.

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- Clarify if you are not being understood, then explain.
  - If it is difficult to understand someone, then ask them to repeat themselves. Let them know that you don't understand and ask someone to help.
  - Consider barriers to participation that parents may have such as sight, mobility or hearing.
  - Be careful with humour, especially sarcasm, as it may be interpreted differently than you intended and may cause offence.
  - Use positive body language.
  - Pause after a question to give time for the response.
  - Don't ask too many questions, we don't want parents to feel they are being interrogated.
  - Ask if they are comfortable writing, if not record their responses through documents.
  - Aim for simplicity, use images, diagrams, metaphors, clear and concise sentences and stories rather than fact.
  - Take the time to explain new concepts or unfamiliar words.
  - Start with 'small talk' or informal conversation or questions to relax the participant and help them relate to, and want to engage with, you.
  - Listen very carefully to what is being said, so you can make a connection that will allow you to delve further into a subject.
  - Being positive, motivating and enthusiastic will be the key driver for good interactions from participants.
  - Self-assess at the end of engagement or session — what worked, what didn't go so well and what things can you do differently next time.
  - It is also important to ask the participants what they got out of the meeting.



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## 2.10 Manage tensions that emerge in a meeting

Sometimes people object to a new concept without being prepared to articulate their reasons. Others will state their reasons for not supporting something. Some people may not endorse an idea, even if it is sound and well received by others. Sometimes people object because they do not support others in the meeting or may not relate to the people presenting the idea.

### Tips

- Accept that some people cannot be won over. In any democracy, not everyone agrees. Work with those who want to continue the dialogue.
- Ask open-ended questions. An open-ended question allows people to give a full, meaningful answer using their own knowledge or feelings. Open-ended questions often begin with 'why', 'how' or 'tell me about ...'
- Avoid asking closed questions. A closed question encourages a short or single word answer such as yes or no. People may agree without completely understanding what they are agreeing to.
- Allow people time to discuss an issue before responding or offering feedback.
- Encourage everyone to offer input, as some people may be reluctant to speak. Some people may prefer to listen to others' opinions before offering their own.
- Some people wait for a more senior member of the group to speak first.



### 3 Influencing conversations

An influencing conversation empowers parents to make positive choices that benefit their child's education. Such conversations help develop parents skills, which they can then use to hold their own influencing conversations with their child.

Influencing conversations about education help parents set their children up for a better life with more opportunities than they may have had themselves.

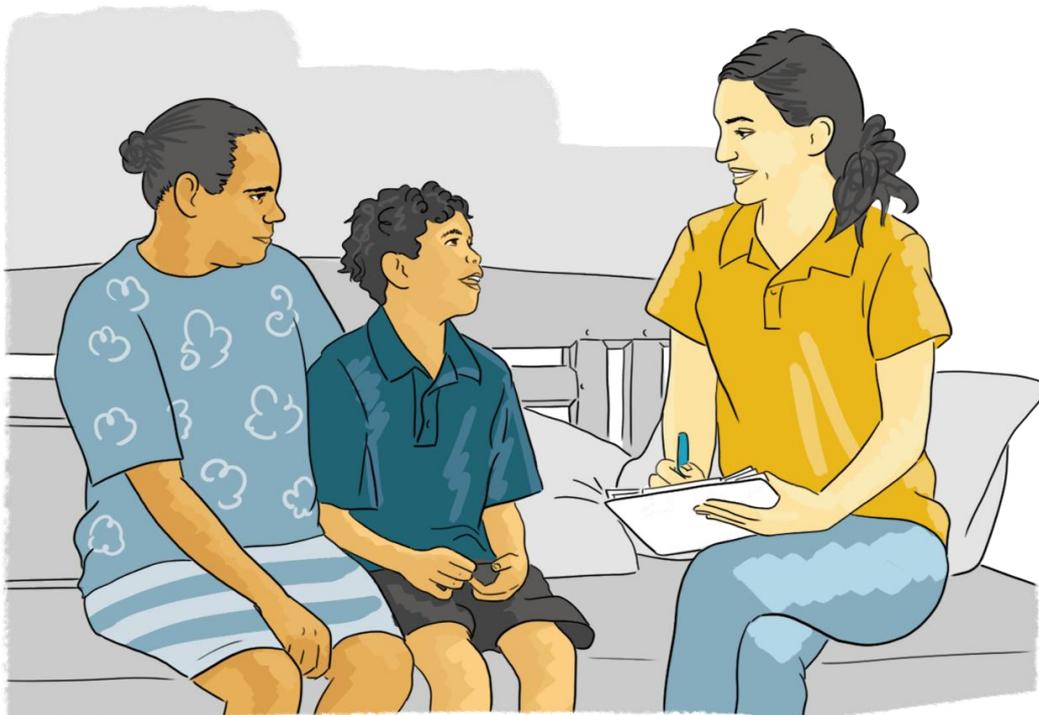
In every conversation, the teaching team member should always include three basic messages to parents:

- the importance of education and how a quality education can teach their children to embrace both the Western world and their cultural world
- attending every day is critical for their children to catch up and remain at grade level
- being school ready will mean their children can focus on learning and be in the best possible position to receive the same opportunities as other their age.
- In turn this leads parents to have positive conversations with their children to:
- reinforce good behaviour messages to their children
- give their children positive encouragement about education
- use their own positive life experiences to model behaviours.

#### 3.1 Have an honest conversation

An honest conversation is about confronting difficult realisations. It's a combined effort between the school and the parent about being honest.

It is designed to help a parent reach an understanding of their child's development and what is holding them back. It's about getting the parent to commit to doing things that can better support their child.



It is also about the school being honest on where it has not provided enough support to the student, and about what it can do to support the child more.

An honest conversation addresses a single issue that is hampering the student's development. It may be that they are not regularly coming to school, or are not school ready, their behaviour is problematic, or that the latest testing shows they are not hitting their development targets.

An honest conversation requires a relaxed environment in a private place with limited distractions.

### The three Rs formula for honest conversations

The three Rs form the basis of the conversation:

- **Remind** – the parent about the commitment they made towards their child's education.
- **Resolve** – identify and overcome the barriers stopping parents from meeting the commitment.
- **Re-inspire** – remind the parent of the benefits and positive outcomes to re-inspire them.

## Tips

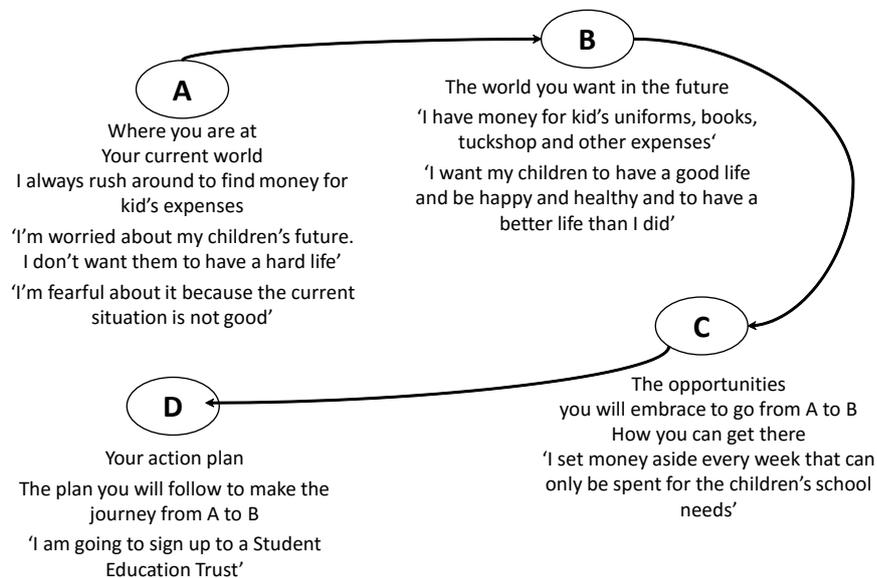
- Prepare for the honest conversation by reading the *Education conversation*.
- Prepare mentally how the conversation might go and the types of things you will say.
- Be clear on what outcome you want.
- Start by sharing samples of the student's completed schoolwork and stories about positive things that the child has done in the school and classroom.
- Use prompting and guiding to tease out the difficult questions.
- Be positive, motivating and enthusiastic, but confront the main issue.
- Allow the parent to talk through their particular circumstances.
- Avoid being judgemental.
- Always be prepared to refocus or restart the conversation at a later time.
- Having honest conversations can be confronting, so don't take it personally if it isn't well received.

## 3.2 Have a strategic conversation

A strategic conversation is a guided conversation held by the school team with a parent.

It is used to understand the motivations of the parent and uncover issues and solutions. A strategic conversation is sometimes called an ABCD. The conversation helps the parents tease out their aspirations, then set the goals and actions they need to make it a reality.

It is used to help a parent work through the 'bigger' picture aspirations they have for their child, and to work out what they and the school have to do to support the student so that they can reach those aspirations.



A strategic conversation is about a long-term vision, like the child completing Year 12 or going to university; or about their career aspirations, like becoming a lawyer; or about where they might live, like moving to Sydney and working as a flight attendant.

## Tips

- Parents should be encouraged to think about long-term visions. Sometimes asking the right question will help the parent think more about the future, e.g. 'When you're lying in bed thinking about what you want for your child, what does that look like?'
- Use cold hard facts to talk about difficult issues like student results or attendance levels. This helps the parent realise what their own situation is and identify problems.
- Be comfortable talking about what the parent wants and addressing that issue first. This leads to a feeling of accomplishment and will encourage them to continue.
- When the family or parent has a short-term goal (e.g. set up an SET for their child), you can use questions to try to turn it into a bigger vision, e.g. 'How would that make you feel when you were able to buy your child a laptop with money from their SET?'

## Preparing for the conversation

Each session should be around an hour long and can include multiple 'spaces' if time allows. Timing for each space is — Expectations: 10 minutes, A space: 30 minutes, B space: 25 minutes, C space: 25 minutes, D space: less than 20 minutes.

The strategic conversation will take several sessions to complete. The timing of each space will vary depending on the flow of the conversation and the depth of the discussion.

A strategic conversation should always focus on getting the parent all the way through to D space. The best strategy to do this is to keep the parent motivated to continue completing the journey, even if it takes a few sessions.

The school staffer guides the process. They set the parameters for the conversation with the parents and provide clear expectations during the coaching process.

Points to remember before proceeding:

- Present in a calm manner and speak in a calm voice.
- Be an active listener, be aware of verbal nuances and body language.
- Acknowledge parents' contributions; their input is what makes the process valuable.

Using a whiteboard or large sheet of paper to facilitate the session helps the conversation flow faster and keeps parents engaged.

During A and B space, the whiteboard or paper can be used to visualise all the ideas the parents come up with. A good way to do this is to use 'mind mapping' to show all the ideas around a central point (for instance, the parent's name).

Once this is done for the A space, another mind map can be created for B space. This helps the session flow much faster and allows you to get the ideas recorded quickly. You can also create a 'to-do' list for the D space as the session progresses.

Once the A and B sessions have been completed, the ideas can be recorded on the Education Plan template for the parent to take home.

## Delivering the conversation

The planning document can be introduced, and notes recorded on the document to capture parents' responses for the five areas covered (Attendance, Readiness, Wellbeing, Money and High School).

*'We'll talk about how things are going for your child now and what you want for your child's future. Then we can work together on strategies to plan how we support your child to reach those goals.'*

Show that the session is all about helping their child to make progress. Be an active listener and encourage parents' responses. This demonstrates that you are acknowledging the information they

are providing so they can open up to you. The more information a family provides the more understanding a teacher will have about the child's situation.

Introduce the conversation by breaking down each step of the ABCD before you start:

- how things are going now (A space)
- where you'd like your child to be in the future (B space)
- ideas and opportunities for getting from A to B (C space)
- how we make this happen (D space).

Explain that you'll use this method to talk through their child's achievement at school, including their attendance, readiness, wellbeing, money and plans for high school.

Prompts you can use for each topic area:

Topic	Prompt
Attendance	<ul style="list-style-type: none"> <li>• Has your child told you how they feel about going to school?</li> <li>• Is school a place your child likes to be a part of (sense of belonging)?</li> <li>• Does your child have family or friends to walk to school with?</li> <li>• Does your child tend to not attend or leave school early if they have issues or concerns?</li> <li>• What subjects does your child enjoy attending? Are there any subjects they don't enjoy?</li> <li>• Is your child involved in extracurricular activities (before school, after school or weekends)?</li> </ul>
Readiness	<ul style="list-style-type: none"> <li>• Does your child have breakfast before going to school each morning?</li> <li>• Does your child bring their lunch to school each day?</li> <li>• Do you have any problems about getting a clean uniform for your child each day?</li> <li>• When your child is hurt do they tell someone so they can get the care they need, like if they scrape their knee would they get it cleaned and have a band aid put on the injury?</li> <li>• What time do they go to sleep at night? Do they always go to bed at the same time?</li> </ul>
Wellbeing	<ul style="list-style-type: none"> <li>• How is your child feeling generally?</li> <li>• Does your child have a lot of energy?</li> <li>• Does your child like to join in with activities?</li> <li>• Does your child talk to you about what they have done at school each day?</li> <li>• Does your child show you the work they have done at school?</li> <li>• Has your child got any good friends?</li> <li>• Does your child see their friends just in school or do they see them outside of school as well?</li> <li>• What is your child's health like at the moment?</li> </ul>
Money	<ul style="list-style-type: none"> <li>• Does your child have a Student Education Trust?</li> <li>• How much have you saved in the Student Education Trust?</li> <li>• Do you have a savings goal (e.g. \$3000)</li> <li>• How much do you deposit in the Student Education Trust each fortnight?</li> </ul>
High school	<ul style="list-style-type: none"> <li>• Do you know what high school choices your child has?</li> <li>• How is your child feeling about going to high school (... are they happy, excited, nervous, scared, sad or not really sure what to expect)?</li> <li>• Have you talked to your child about high school?</li> <li>• Do you know much about how the high school supports your child to prepare for their transition from primary school to high school? ... going to high school is a big change for your child (mention orientation events and programs, where the different school are located, talk about school uniforms, routines – timetables, bell times, movement from one classroom to another, etc.)</li> </ul>

## A space

The A space is all about getting grounded in reality — both the things that are going well and the things that are causing stress.

### Tips

- Look at the situation from the parent's perspective. This is the starting point in identifying the issues and shifting the perspective from 'too hard' to 'can do'.
- Use the topics as a jumping off point to ask the parent what is going on in their life and record their responses on the whiteboard.
- Start with simple questions about their situation and their child's situation. The positives and challenges will come out naturally when talking about their story.
- Celebrate the positives and build from them before getting into what's difficult.
- Don't dwell on one negative thing after another — probe further by asking more questions about the big picture.
- Help the parent to summarise what their major strengths and challenges are so they can refer back to them later when they are making choices about their behaviour.
- Ask 'Out of everything we discussed, what are you really proud of?' or 'Out of everything we discussed, what is worrying you the most?'
- B space

The B space is about imagining a future the parent wants to deliberately pursue. This space should be framed as 'anything is possible'. It is about the 'what' rather than the 'how'.

### Tips

- Use the topics from the A space as a starting point to talk about what the parent's dreams are, or what they see in the next to two to five years for their child.
- Put the parent in a place where they can imagine what they want their life to be like so you can ask specific questions about what this looks like.
- Try saying this: 'I want you to think about what your dream is for your child in five years' time, so take a minute to picture it'.
- Encourage the parent to think about any topic that interests them, even if it doesn't fit in one of the A space topics.
- If the parent talks about short-term goals, still write them down, but use them to prompt the parent to think of a related long-term vision.
- The B space discussion can sometimes be limiting in that the parent may only discuss what they are aware is possible. Naturally, they won't know everything that is possible for them to achieve if they haven't been exposed to certain things in the world (this is true of everyone).
- Have a broader prompting discussion about what might be possible for the parent to achieve that they may not have thought of, so they can strive towards a possible future that was previously unknown to them.
- Don't expect the conversation to lead to an immediate change in outlook, as sometimes it takes longer.

## C space

The C space is all about creativity — coming up with big ideas and opportunities that will bridge the gap between A and B. It involves choice about what options are available to meet their goals and overcome their issues.

- Advise the parent about what they need to think about if they want to go from 'A' to 'B'.

- The parent will need to make choices in order for this to happen.
- Don't introduce roadblocks to their ideas initially. Let the parent suggest anything that gets them excited or that they think will work.
- After they have suggested their ideas, introduce some of the options they have to see which one fits best with what they want to do.
- Help the parent consider which option to try first, or which option has the best chance of helping them reach their goals. It might be that they don't choose straight away, but by reflecting more on their B space, they will get a good sense of what they want to do.
- Check that the parent's C space ideas relate directly to their goals in B space, and if they don't, discuss more C space ideas.
- Use the whiteboard or paper to make sure that every B space goal or vision is addressed to map out how each goal or vision will be achieved.

### D space

D space is all about 'doing'. This is where all the specific actions are recorded. It should be an exciting, positive stage of the journey that creates energy and enthusiasm for the practical steps the parent is going to do.

The D space is the action plan, an important product of the strategic conversation. The action plan sets out the tasks that everyone has agreed to do in order to reach their goals.

- Make sure it is the parent's ideas that are going into D space.
- Often parents know what they want to do but may need a bit of prompting to crystallise their ideas.
- Use prompting and guiding to get them to suggest their ideas.
- The ideas are usually well formed from discussions in A space, B space, and especially C space.
- Ideas for D space can be added earlier in the conversation if the parent mentions particular actions they would like to take.
- Ensure the parent feels supported with their task ahead by referring to the actions as what 'we' are going to do.
- After completing the action plan with the parent, have them sign their name at the bottom to show they are committed to completing their set of actions. Make sure anyone else involved in the action plan signs it as well, including yourself.
- Create a copy of the action plan for each person involved in it. After the session, record the items that you wish to follow up in your Parent Action Plan Schedule.

### Parent Action Plan Schedule

This is used to keep track of any items on your parent's to-do lists that you need to follow up on. After each D space session, you can record any item from the to-do list and put the date that you need to follow it up.

## 3.3 Exemplary conversation techniques

Exemplary conversation techniques are used to improve parents' engagement, openness and trust in the conversation process.

### Use your style to relax the parent

- Building a good rapport with parents will help you get the most out of a conversation.
- If appropriate, humour and humility can help the parent to relax.
- Try to take a humorous and light-hearted outlook on events as an opening to the conversation.

- Create a relaxed environment. If appropriate, humour is a way to help the parent/s relax.
- Use open, positive body language and tone of voice.
- Go slowly and deliberately through the session.
- Start by asking parents questions about themselves on unrelated topics, e.g. 'How is your day going?' Or tell a short story so you are not just asking questions. If they are wearing a league shirt, talk about how their team is doing in the NRL, or any other relevant 'small talk' that comes to mind.
- Informal discussions are important. It helps build rapport and gets parents to relax and feel comfortable talking to you.

### Build trust

- Building trust will enable you to talk about their particular circumstances, and allow them to be open to listening to you and you not judging them. Show how they can make their lives easier by taking advantage of opportunities and supports.
- Refer to the child's name in the early stages so it's clear who your conversation is about and to create a sense of a personal and caring partnership.
- Develop an understanding of the family's past experiences, current situation, concerns and strengths.
- Highlight some of the child's strengths and let parents know what the child does well.

### Plan the conversation

- Start by outlining the objective and timeframes.
- Summarise what you have done previously so the parents are up to speed on where they are in their coaching journey.
- Some conversations can be quite confronting, so keep in mind what to do if the mood changes or escalates rapidly. You may need to use another approach at a later date.
- Record goals set by the parent.

### Engage parent during the conversation

- Listen carefully to what is being said, so you can make connections that will allow you to delve further into a subject.
- Use a variety of techniques (e.g. prompting, reflecting, guiding, open and closed questions) and summarise back to the parent what they said; this shows you are listening and you understand them.
- Use visual aids, like attendance charts and life's learning chart.
- Use analogies to make concepts clearer.
- Emphasise the positive by finding something about the family's current situation they can be proud of.
- Get parents to think about the benefits of changing unhelpful or unhealthy behaviours.
- Use your judgement to probe for specific information if you suspect someone is not being honest.

### Set goals

- Set small achievable goals for the parents and the teacher.
- Extend meeting times or reschedule if it is clear they need more time or information to set a goal.
- Ask the parents to play back and reconfirm any actions.
- Agree upon and obtain a commitment of a suitable time to meet.

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- At the end of each session, remember to ask for the parent's thoughts on how the session went. This shows that their input is valued and that the sessions are being held for their benefit.

#### **Review the session**

- Reflect on and self-assess the session, what worked well and not so well, what would you do differently next time.
- Follow up on commitments you made.



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## 4 Context

### 4.1 Education

Education levels among parents are diverse. Some parents may have poor English skills and low literacy and numeracy levels, while others will have perfect English and high education levels.

#### Tips

- Don't assume people have a particular level of education, high or low, or that a low education equates to a lack of knowledge and skills.
- Don't assume people are familiar with business and government concepts or terminology.
- Use plain language and take time to explain complex concepts, but don't 'dumb' things down. Check that people are understanding your explanations and provide time for questions.
- Some people may need assistance with completing forms, reading and understanding information or writing statements, but avoid stepping in to assist too quickly as it can be disempowering.
- Establish whether they need help and see if they can get a family member to assist. Offer to assist only when it's asked for or really needed. If you do assist, make sure you are sharing what you are writing and explain it as you go. Ensure they agree with what you are writing.

### 4.2 Languages

There is extensive language diversity among parents, and communities sit at various points of the language diversity spectrum. Some individuals speak a number of languages fluently, while others have minimal grasp, or may just speak one language.

There are also people who are highly educated in English, others with only a working command of English, and others who have a very limited grasp of English.

Some communities may have an official Indigenous lingua franca (working language) that is used across the community, while other communities may equally recognise multiple languages.

Many people across generations speak English as a second or third language. In some communities, English is a first language for most young people, with mainly older people being fluent in their traditional languages.

#### Tips

- Recognise that people have a right to be able to speak their languages on their own country, and that it's our role to do our best to learn their languages so they can uphold their right.
- Learn common words in the local languages. It helps people to connect with you, builds trust and improves communication.
- Develop an understanding of the diversity within different language and kinship groups and familiarise yourself with the parents you are working with.
- Recognise diversity. Don't assume people's literacy levels or grasp of English.
- If you feel someone does not understand you, ask them if they would like someone to help interpret for them.
- Incorporate local visual and written material whenever possible into your presentations and in signage around the school.

### 4.3 Natural leaders

'Natural leaders' are parents who lead through their self-determination rather than through institutional power or recognition.

There are natural leaders in all societies, within all parent and community groups, and throughout a range of informal social, cultural and religious settings. All people have the capacity for natural leadership.

Natural leaders are not always visible, as their leadership role may be dormant, or might only emerge in a particular context. For instance, parents may not be involved in local politics or hold leadership positions, but are strongly committed to their children's education and get involved in school events.

Natural leaders may be driven by positive self-interest and strong regard for their child's best interests.

Natural leaders may not always represent the views of their group, but can be a good indicator.

Natural leaders tend to share common values, like giving their children the best opportunities in life.

Natural leaders will be passionate about certain issues, and may want to get involved and support your work on a voluntary basis or as part of a role they already hold, or they may just want to promote to others the work you are doing, and so become a valuable messenger or support for you.

#### Tips

- Promote, motivate and support natural leaders, as they are helpful in winning other parents over.
- Ask staff in your school who know people in the community to help you identify natural leaders who excel in their respective area of interest.
- Seek out staff in the school to have input into ideas and issues, and share key messages with parents.
- Natural leaders may be young or old, be highly regarded among their peers, and be considered their representatives and advisors on certain issues.
- Meet with the natural leader prior to large meetings to share your message, and see if they agree with it and are prepared to reinforce its merits with the wider family group.
- Gain tips from natural leaders on how meetings can be hosted effectively and what issues parents have.
- Acknowledge natural leaders for their attendance and participation at events.



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## 4.4 Gender

In some societies there are designated roles for men and women, although this is changing. Many people hold modern views and are generally comfortable to work with either male or females.

Some parents still maintain traditional gender roles:

- Some parents consider the eldest male in the family to be the spokesperson on particular issues and expect a male employee to conduct the conversation.
- Some parents consider women to be the appropriate person to comment on issues relating to children.

Some parents may expect the people they engage with to follow such practices, while others just want you to recognise that they hold these values, but do not expect you to adhere to these practices when working with them.

### Tips

- Recognise that gender may be an issue for some people, although there is no need to raise it.
- If someone asks to speak with someone of their own gender, refer them to a colleague.
- If someone explains that there are certain protocols in their family that they practise in relation to gender, clarify whether they expect you to follow that or not.
- Encourage both genders to be involved in activities.

## 4.5 Familiar terms

The terms 'uncle' and 'aunty' are often used among Indigenous parents as a form of respect, even when they are not related.

Some Indigenous people refer to each other as 'brother' or 'sister' even though they are cousins, as the relationship between cousins is like that of a sister or brother.

Similarly, people often refer to their grandparents' brothers and sisters as 'grandmother' or 'grandfather'.

It is common to hear people refer to elderly people as 'the old fella' or 'old man', or older people to refer to younger males as 'my boy'. These are casual or familiar terms that connect people in positive ways.

Sometimes generic terms may be used to avoid saying the name of a deceased person.

### Tips

- If you are not related to the person, then avoid using familial terms, even if you are invited to do so. Refer to people by their first name.
- If you have a close friendship, a family may invite you to refer to them on more familiar terms. Be aware that familiar relationships may bring obligations and expectations that you may not be able to meet, so consider such offers seriously.

Try to adopt such terms only if you want to, and only if you find it necessary. People will respect your decision if, for professional or personal reasons, you choose to continue using first names.



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# Section 2: Education conversations



## 5 Childhood

### 5.1 Enrol your child in Pre-Prep

#### Child is not yet enrolled in Pre-Prep

##### Remind parent why it is important to enrol their child into Pre-Prep

- Your child may have a learning gap that other Australian children do not have.
- Pre-Prep is the best way to ensure they are not disadvantaged against their peers.
- Pre-Prep ensures your child is prepared to start school.
- Children who regularly attend Pre-prep are:
  - familiar with the routines and expectations
  - starting to learn to read
  - staying longer each term so they are getting prepared for the demands of the full school day.

##### Resolve why they have not been able to achieve this

- What do you need to do to successfully enrol your child in Pre-Prep?
- What is holding you back from doing this?
- How can you ensure your child is ready for Pre-Prep every day?
- What can we do to support you to ensure your child reaches their full potential?
- How can you get more involved in your child's Pre-Prep?

##### (Re)-inspire parent to understand the outcomes for their child

- Sending your child to Pre-Prep:
  - ensures a strong start to your child's education
  - sets your child up for success in later life by ensuring they make the most of their schooling.

##### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

#### Practical actions to support child's enrolment in Pre-Prep

##### Parent

- Discuss Pre-Prep with your child in a positive way.
- Enrol your child at least two weeks before Pre-Prep starts to ensure they have a place.
- Inform the Pre-Prep of any health issues so they have up-to-date records and can support your child's health needs.
- Get any medical issues attended to so there are no interruptions to your child starting Pre-Prep.
- Organise with your child's teacher to sit in class in the first few weeks to help your child settle in.

##### Teacher

- Have regular conversations with the parent to ensure they stay on track:
  - Use the opportunity to discuss the positives of the child's progress, targets and achievements. This will help keep the parents inspired.
  - Use the opportunity to discuss things they can improve to continually better support the child.

- Arrange an appointment with the parent for a parent–teacher night.
- Refer the parent to the Parenting Program to help develop their skills.

## 5.2 Get your child set for Pre-Prep

### Child is not set for Pre-Prep

#### Remind parent why it is important to get their child set for Pre-Prep

- Your child is not set for Pre-Prep.
- Getting your child set for Pre-Prep ensures they get the most from their experience.
- Children with healthy morning and evening home routines are best placed to learn at Pre-Prep.
- Up-to-date health checks are important and medical issues need to be addressed promptly.

#### Resolve why child is not yet set for Pre-Prep

- What do you need to do to get your child set for Pre-Prep?
- What is holding you back from doing this?
- What can we do to help you get your child set for Pre-Prep?

#### (Re)-inspire parent to understand the outcomes for their child

- Getting your child set for Pre-Prep:
  - means a strong start that ensures they get the most from Pre-Prep
  - ensures they do not fall behind their peers
  - helps your child to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow up the next week.

### Practical actions to get child set for Pre-Prep

#### Parent

- Discuss with your child the importance of being ready for Pre-Prep.
- Ensure your child has an up-to-date Student Education Trust.
- Sit with your child in class to assess their needs and attend parent–teacher night.
- Make sure all health issues are addressed promptly.
- Participate in Parenting Program to help develop daily routines.

#### Teacher

- Discuss with parent how to get their child set for Pre-Prep
- Help make sure the child has an up-to-date Student Education Trust.
- Discuss with parent if there are any special needs.
- Encourage parent to ensure their child's health checks are up to date.

### 5.3 Support your child to be Pre-prep ready

#### Child is not Pre-Prep ready

##### Remind parent why it is important for their child to be Pre-Prep ready

- Your child may have a learning gap that other Australian children do not have.
- Pre-Prep is the best way to ensure they are not disadvantaged against their peers.
- It is important your child is enrolled in Pre-Prep at least two weeks before Pre-Prep starts.
- It is important you have all required documentation required for enrolment.
- Having healthy home routines will assist with your child to be Pre-Prep ready.
- Children who regularly attend Pre-Prep are:
  - familiar with the requirements and expectations
  - starting to learn to read
  - staying longer each term so they are getting prepared for the demands of the full school day.

##### Resolve why they have not been able to achieve this

- What do you need to do to successfully get your child Pre-Prep ready?
- What is holding you back from doing this?
- How can you ensure your child is ready for Pre-Prep every day?
- What can we do to support you to ensure your child reaches their full potential?
- How can you get more involved in your child's Pre-Prep?

##### (Re)-inspire parent to understand the outcomes for their child

- Sending your child to Pre-Prep:
  - ensures a strong start to your child's education
  - sets your child up for success in later life by ensuring they make the most of their schooling.

##### Make commitments

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

#### Practical actions to support child's enrolment

##### Parent

- Discuss Pre-Prep with your child in a positive way.
- Enrol your child at least two weeks before Pre-Prep starts to ensure they have a place.
- Inform the Pre-Prep of any health issues so they have up-to-date records and can support your child's health needs.
- Get any medical issues attended to so there are no interruptions to your child starting Pre-Prep.
- Organise with your child's teacher to sit in class in the first few weeks to help your child settle into Pre-Prep.

##### Teacher

- Have regular conversations with the parent to ensure they stay on track:
  - Use the opportunity to discuss the positive of the child's progress, targets and achievements. This will help keep the parents inspired.
  - Use the opportunity to discuss how they can improve to continually better support the child.
  - Arrange an appointment with the parent for a parent-teacher night.
  - Refer the parent to the Parenting Program to help develop their skills.

## 5.4 Support your child's attendance at Pre-Prep

### Child is not fully attending Pre-Prep

#### Remind parent why it is important to ensure their child attends Pre-Prep

- Your child may have a learning gap that other Australian children do not have.
- Fully attending Pre-Prep is the best way to ensure they are not disadvantaged against their peers.
  - Pre-Prep ensures your child is best placed to get the most from their school experience.

#### Resolve why they have not been able to achieve this

- What do you need to do to ensure your child attends Pre-Prep?
- What is holding you back from doing this?
- What can we do to support you to ensure your child attends Pre-Prep every day?
- How can you get more involved in Pre-Prep?

#### (Re)-inspire parent to understand the outcomes for their child

- Attending Pre-prep helps ensure your child:
  - gets a strong start to their education
  - grows in social confidence and self-esteem
  - is set for the transition to Prep
  - sets up good habits that will help them make the most from their school experience
  - reaches their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support child's Pre-Prep attendance

#### Parent

- Discuss Pre-Prep with your child in a positive way.
- Ensure your child has healthy morning and evening home routines.
- Ensure you spend time at school with your child to support their attendance.
- Have regular conversations with your child's teacher to sort out any issues quickly.

#### Teacher

- Discuss with parent what a healthy home routine might look like.
- Discuss with parent ways they can get involved in Pre-Prep.
- Have regular conversations with the child's parent to sort out any issues quickly.

## 5.5 Support your child to settle in class

### Child is not settling in class

#### Remind parent why it is important for their child to be class ready

- It is important your child is settled in class and is ready to learn.
- Talking to your child about their class and the expectations will help them settle.
- Healthy home routines will assist with your child to settle down quickly.
- Participating in your child's class will help them settle.
- Children who regularly settle quickly are:
  - familiar with the requirements and expectations
  - starting to learn
  - prepared for the demands of the full school day.

#### Resolve why they have not been able to achieve this

- What do you need to do to successfully to get your child to settle in class?
- What is holding you back from doing this?
- How can you ensure your child is ready every day?
- What can we do to support you to ensure your child reaches their full potential?
- How can you get more involved in your child's class?

#### (Re)-inspire parent to understand the outcomes for their child

- Settling your child in class:
  - ensures your child is ready to get a strong education
  - sets your child up for success by ensuring they can make the most of their school experience.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action Plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support child's enrolment

#### Parent

- Discuss class with your child in a positive way.
- Discuss the expectations of the school with your child.
- Healthy home routines will assist with your child to settle quickly.
- Get any medical issues attended to so there are no interruptions.
- Organise with your child's teacher to sit in class to help your child settle.

#### Teacher

- Have regular conversations with the parent to ensure they stay on track:
  - Discuss with parent supporting their child in the class.
  - Use the opportunity to discuss the positive of the child's progress, targets and achievements. This will help keep the parents inspired.
  - Use the opportunity to discuss how they can improve to continually better support the child.
  - Arrange an appointment with the parent for a parent-teacher night.

- Refer the parent to the Parenting Program to help develop their skills.

## 5.6 Ensure your child is progressing well in Pre-Prep

### Child is not progressing well in Pre-Prep

#### Remind parent why it is important their child progresses well in Pre-Prep

- Your child has a learning gap in Pre-Prep.
- Supporting your child's progress in Pre-Prep is the best way to close this gap.
- Making good progress in Pre-Prep gets your child set for the transition to Prep.
- Supporting your child's progress ensures they reach their full potential.

#### Resolve why their child is not progressing well in Pre-Prep

- What do you need to do to make sure your child is progressing in Pre-Prep?
- What is holding you back from doing this?
- What can we do to support you to ensure your child makes good progress?
- How can you get more involved in supporting your child's progress in Pre-Prep?

#### (Re)-inspire parent to understand the outcomes for their child

- Progressing well in Pre-Prep:
  - ensures your child closes any learning gaps
  - ensures your child transitions smoothly with their peers into Prep.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support child's progress in Pre-Prep

#### Parent

- Discuss Pre-Prep with your child in a positive way.
- Discuss with your child the importance of working hard at Pre-Prep.
- Discuss with your child's teacher how best to support their progress at home.
- Participate in the Parenting Program to help develop daily routines to support your child.

#### Teacher

- Discuss with parent the importance of progression in Pre-Prep.
- Discuss with parent how they can support their child's learning at home.
- Inform parent of the ways they can get involved in the school and their child's education.

#### Handouts

- Attendance is important

## 5.7 Keep your child healthy in Pre-Prep

### Child is not in the best possible health

#### Remind parent why it is important to deal with health problems promptly

- Your child often has health issues.
- Taking care of your child's health issues quickly helps them to get the most from Pre-Prep.
- Children with good hygiene routines are less likely to get sick, attend school more regularly and progress more quickly.
- Healthy children are happy children.

#### Resolve why their child is not in the best possible health

- What do you need to do to make sure your child is in the best possible health?
- What is holding you back from doing this?
- What can we do to help support you in keeping your child as healthy as possible?

#### (Re)-inspire parent to understand the outcomes for their child

- Children who are in the best possible health:
  - are absent less often and progress faster
  - get the most out of their time in Pre-Prep
  - are happier.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to keep child healthy

#### Parent

- Ensure your child's health checks are up to date.
- Address any health issues promptly.
- Make sure the school is informed of any health issues.
- Make sure your child has good personal hygiene routines.
- Make sure your child eats a balanced diet and gets enough exercise and rest.
- When necessary, seek medical attention for illness immediately.

#### Teacher

- Discuss with parent when they should seek medical attention for their child.
- Discuss with parent how they can set up healthy eating, exercise and sleep routines at home.

## 5.8 Support your child in the classroom

### Parent does not sit with child in class

#### Remind parent of the benefits of sitting with their child in class

- Your child has gaps in their learning.
- Sitting with your child in class will help your child close those gaps.
- Supporting your child in class helps their learning and their wellbeing.

#### Resolve how parent can support their child in class

- What do you need to do to organise time to support your child in class?
- What is holding you back from doing this?
- What can we do to help you organise a time to support your child in class?

#### (Re)-inspire parent to understand the outcomes for their child

- Sitting with your child in class:
  - helps with separation and attachment issues
  - supports their learning progress at school and at home
  - ensures your child does not fall behind their peers
  - ensures similar behaviour expectations between home and school
  - helps your child to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support your child's learning in the classroom

#### Parent

- Discuss with your child how you would like to sit in their class to help them.
- Discuss with your child's teacher what you will do in class to help.
- Make an appointment with your child's teacher to sit in class.

#### Teacher

- Discuss with parent the benefits of sitting with their child in class.
- Discuss with parent how they can support their child in class.
- Set an appointment with parent to sit with their child in class.
- Refer parent to additional support, e.g. Parenting Program.

## 5.9 Support your child to transition from Pre-Prep to school

### Parent not supporting their child to transition to school

#### Remind parent of the importance of the transition from Pre-Prep to school

- It is important that your child has undertaken the transition to school program.
- It is important that your child is enrolled in the school before school starts.
- It is important that parents are attending the school with their child.

#### Resolve how parent can support their child's transition to school

- What do you need to do to support your child's transition?
- What is holding you back from doing this?
- What can we do to help you organise a successful transition?

#### (Re)-inspire parent to understand the outcomes for their child

- Sitting with your child in class:
  - helps with separation and attachment issues
  - supports their learning progress
  - ensures your child does not fall behind their peers.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support your child's transition to school

#### Parent

- Discuss with your child how you would like to sit in their class to help them.
- Discuss with your child's teacher what you will do in class to help.
- Make an appointment with your child's teacher to sit in class.
- Make sure your child's Student Education Trust is up to date.

#### Teacher

- Discuss with parent the benefits of sitting with their child in class.
- Discuss with parent how they can support their child in class.
- Set an appointment with the parent to sit with their child in class.
- Refer the parent to additional support, e.g. Parenting Program.





## 6 Class

### 6.1 Enrol your child in school

#### Child is not yet enrolled in school

##### Remind parent why it is important to enrol their child in school

- School is the best way to close the learning and development gap your child has.
- Enrolling your child early in school helps your child mentally prepare for a successful transition.
- Children who regularly attend school are:
  - familiar with the routines and expectations
  - starting to learn
  - prepared for the demands of the full school day.

##### Resolve why they have not been able to achieve this

- What do you need to do to successfully enrol your child in school?
- What is holding you back from doing this?
- How can you ensure your child is ready for school every day?
- What can we do to support you to ensure your child reaches their full potential?
- How can you get more involved in your child's school?

##### (Re)-inspire parent to understand the outcomes for their child

- Sending your child to school:
  - ensures a strong start to your child's education
  - sets your child up for success later by ensuring they can make the most of their school experience.

##### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

#### Practical actions to support child's enrolment

##### Parent

- Ensure you have all the appropriate documents (e.g. birth certificate).
- Ensure your child has a Student Education Trust.
- Discuss school with your child in a positive way.
- Enrol your child at least two weeks before school starts to ensure they have a place.
- Inform the school of any health issues so they are up-to-date and can support your child's health.
- Get any medical issues attended to so there are no interruptions to your child starting school.
- Organise with your child's teacher to sit in class in the first few weeks to help your child settle in.

##### Teacher

- Have regular conversations with the parent to ensure they stay on track:
  - Use the opportunity to discuss the positive of the child's progress, targets and achievements. This will help keep the parents inspired.

- Use the opportunity to discuss some things they can improve to continually better support the child.

## 6.2 Understand your child's education

### Parents need to support their child's education

#### Remind parent why it is important to understand their child's education

- It is important for the parent to be involved in their child's education as when parents are involved children do much better in school.
- It is important for the parent to understand their child's education so they can help them and they know where to provide the most support.
- Your child will be proud knowing their parents are invested in their education.

#### Resolve how parent can invest themselves in their child's education

- What do you need to do to engage yourself in their education?
- What is holding you back from doing this?
- What can we do to support you to ensure you play a part in your child's education?

#### (Re)-inspire parent to be more supportive of their child

- Being involved in their education:
  - ensures your child has full support from both school and family
  - encourages parents to build a better relationship with their child's teacher
  - encourages parents to feel welcomed and become strong supporters in the school community.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to assist you to understand your child's education

#### Parent

- Discuss your child's education with them in a positive way.
- Discuss with your child the importance of attending school every day.
- Talk to your child's teacher regularly and get involved in school activities.
- Ensure your child has healthy morning and evening routines.
- Ensure your child's good attendance is rewarded with praise and encouragement.
- Have regular conversations with your child's teacher to sort out any issues quickly.
- Introduce your child to more selfless acts of responsibility, such as volunteering.
- Share a substantial part of the responsibility, so you are on the same page as the teacher.

#### Teacher

- Discuss with parents the importance of their child attending school every day.
- Discuss with parents ways they can be involved in their child's education.
- Discuss with parents that it is crucial for them to be engaged with their child's education. It could be the difference between their child struggling and flourishing.
- Keep parents inspired by discussing the positive of the child's progress, targets and achievements.

- Use the opportunity to discuss things they can improve to continually better support their child.
- Arrange an appointment with parents for a parent–teacher night.
- Have regular conversations with child's parents to sort out any issues quickly.

### 6.3 Visit your child in class

#### Parent not regularly visiting their child in class

##### Remind parent why it is important to visit their child's class

- Visiting your child's class regularly shows you are committed to your child's education.
- Talking to your child's teacher will keep you informed on your child's progress and achievements.
- Parents who regularly attend their class are:
  - familiar with the school expectations
  - starting to get involved in the school activities
  - demanding more school improvement.

##### Resolve why they have not been able to achieve this

- What do you need to do to ensure you have regular school visits?
- What is holding you back from doing this?
- How can you ensure you will do this?
- What can we do to support you to ensure this happens?
- How can you get more involved in your child's education?

##### (Re)-inspire parent to understand the outcomes for their child

- Visiting your child's class:
  - ensures your child gets a good education
  - shows your child that you are invested in their education
  - sets your child up for success in later life by ensuring they can make the most of their school experience.

##### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

#### Practical actions for parent to visit their child in class

##### Parent

- Discuss visiting class with your child in a positive way.
- Talk to your child's teacher regularly and get involved in school activities.
- Discuss your child's education progress with their teacher.
- Support your child with learning activities at home.

##### Teacher

- Have regular conversations with the parent to ensure they stay on track:
  - Invite parent regularly into the classroom.
  - Invite parents to participate in activities.

- Hook parents for return visits.
- Use the opportunity to discuss the positive of the child's progress, targets and achievements. This will help keep the parents inspired.
- Use the opportunity to discuss things they can improve to continually better support the child.
- Arrange an appointment with the parent for a parent–teacher night.

## 6.4 Encourage parents to sit with their child in the class

### Parent does not sit with child in class

#### Remind parent why it is important they sit in the class with their child

- It is important for parents to sit with their child in class to assess how they are going at school.
- Supporting your child's learning at school is the best way to close any learning gap.
- Closing their learning gap will ensure they progress well at school.

#### Resolve why they have not been able to achieve this

- What do you need to do to ensure you have time to sit with your child in class?
- What is holding you back from doing this?
- What can we do to support you to sit with your child in class?

#### (Re)-inspire parent to sit in the class with the child

- Sitting with your child in class will:
  - help you assess your child's learning
  - ensure your child is learning effectively, focusing and using their concentration skills
  - manage your child's distractions.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions for parents to sit with their child in class

#### Parent

- Discuss homework with your child's teacher.
- Discuss with your child that you will be sitting in their class in a positive manner.
- Discuss with your child the importance of focusing at school.
- Discuss with your child's teacher how best to keep them attentive in class.
- Attend parent–teacher night.
- Participate in the Parenting Program to help develop daily routines to support your child's progress.

#### Teacher

- Have regular conversations with parent to ensure they stay on track:

- Invite parent to sit in the classroom with their child regularly.
- Discuss what parent can improve to continually better support their child.
- Arrange an appointment with the parent for parent–teacher night.

## 6.5 Support your child in the classroom

### Parent does not support their child in class

#### Remind parent of the benefits of supporting their child in class

- Your child has gaps in their learning.
- Sitting with your child in class will help your child close those gaps.
- Supporting your child in class helps their learning and their wellbeing.

#### Resolve how parent can support their child in class

- What do you need to do to organise time to support your child in class?
- What is holding you back from doing this?
- What can we do to help you organise a time to support your child in class?

#### (Re)-inspire parent to understand the outcomes for their child

- Sitting with your child in class:
  - helps with separation and attachment issues
  - supports their learning progress at school and at home
  - ensures your child does not fall behind their peers
  - ensures similar behaviour expectations between home and school
  - helps your child to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support your child's learning in the classroom

#### Parent

- Discuss with your child how you would like to sit in their class to help them.
- Discuss with your child's teacher what you will do in class to help.
- Make an appointment with your child's teacher to sit in class.
- Make sure your child's Student Education Trust is up to date.

#### Teacher

- Discuss with parent the benefits of sitting with their child in class.
- Discuss with parent how they can support their child in class.
- Set an appointment with the parent to sit with their child in class.
- Refer the parent to additional support, e.g. Parenting Program.

## 6.6 Ensure your child is progressing well at school

### Child is not progressing well at school

#### Remind parent why it is important their child progresses well at school

- Your child has a learning gap.
- Supporting your child's learning at school is the best way to close that gap.
- Closing their learning gap will ensure they progress well at school.

#### Resolve why their child is not progressing well at school

- What do you need to do to ensure your child is progressing well at school?
- What is holding you back from doing this?
- What can we do to help you ensure your child is progressing well at school?

#### (Re)-inspire parent to understand the outcomes for their child

- Progressing well at school:
  - ensures your child closes any learning gaps
  - ensures your child transitions smoothly to the next year
  - helps your child to reach their full potential

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support child's progress at school

#### Parent

- Discuss with your child the importance of working hard at school in a positive way.
- Discuss with your child's teacher how best to support their progress at home.
- Attend parent-teacher night.
- Make sure your child's Student Education Trust is up to date.

#### Teacher

- Refer parent to additional support, e.g. Parenting Program.

#### Handouts

- Student report card

## 6.7 Support your child's academic progress

### Child is not making academic progress

#### Remind parent why it is important to support their child's academic progress

- It is important you understand where your child is academically every term.
- Children who don't make academic progress with good attendance may have learning difficulties.
- It is important you regularly talk to your child's teacher about their progress so there can be an acceleration program created to assist your child with catching up.
- Supporting learning activities at home will help identify any concerns.
- Children who don't make academic progress:
  - will not be able to transition with their peers
  - will have lower confidence and self-esteem
  - may have to repeat a year level.

#### Resolve why they have not been able to achieve this

- What do you need to do to successfully support your child's academic progress?
- What is holding you back from doing this?
- How can you ensure your child is making academic progress?
- What can we do to support you to ensure your child reaches their full potential?
- How can you get more involved in your child's academic progress?

#### (Re)-inspire parent to understand the outcomes for their child

- Children who make regular academic progress:
  - gain a sense of achievement
  - transition to new learning levels with their peers
  - are more confident
  - will be set up for success in later life by ensuring they are equipped to make the most of their school experience.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support child's academic progress

#### Parent

- Discuss your child's education progress every day.
- Talk to your child's teacher regularly and get involved in school activities.
- Support your child with learning activities at home.

#### Teacher

- Have regular conversations with the parent to ensure they stay on track:
  - Use the opportunity to discuss the positive of the child's progress, targets and achievements. This will help keep the parents inspired.
  - Use the opportunity to discuss some things they can improve to better support their child.

- Arrange an appointment with the parent for parent–teacher night.

## 6.8 Support your child's learning at home

### Parents are not supporting their child's learning at home

#### Remind parent why it is important to support their child's learning at home

- Your child needs to have a quiet place to study and work at home.
- It is important you are assisting with your child's reading at home.
- Children make more academic progress when parents support their child's learning.
- It is important you regularly talk to your child's teacher about their progress.
- Parents who support their child's learning at home:
  - invest in their child receiving a good education
  - regularly talk to their child about their education
  - regularly talk to their child's teachers.

#### Resolve why they have not been able to achieve this

- What do you need to do to successfully support your child's learning at home?
- What is holding you back from doing this?
- How can you ensure your child is learning at home?
- What can we do to support you to ensure your child reaches their full potential?
- How can you get more involved in your child's education?

#### (Re)-inspire parent to understand the outcomes for their child

- Parents who support their children learning at home will:
  - assist with closing any learning gaps they may have
  - assist with transition to new learning levels
  - set their child up for success in later life by ensuring they are equipped to make the most of their school experience.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support child's learning at home

#### Parent

- Ensure there is quiet place to study.
- Ensure healthy home routines are in place.
- Assist your child with their learning activities.
- Discuss your child's education progress every day.
- Talk to your child's teacher regularly and get involved in school activities.

#### Teacher

- Have regular conversations with the parent to ensure they stay on track:
  - Keep parents inspired by discussing the positive of the child's progress, targets and achievements.
  - Use the opportunity to discuss things they can improve to continually better support the child.

- Invite the parent to sit in class.
- Arrange an appointment with the parent to attend parent–teacher night.

## 6.9 Ensure your child behaves well at school

### Child's behaviour does not meet the school standards

#### Remind parent of the importance of their child behaving well at school

- School rules help all children get the most from their school experience.
- Your child is not following the school rules.
- Your child's behaviour stops them from making the most of their school experience.

#### Resolve how parent can ensure their child behaves well at school

- What do you need to do to ensure your child behaves well at school?
- What do you need to do to reinforce good behaviour at home?
- What is holding you back from doing this?
- What can we do to help you ensure your child behaves well at school?

#### (Re)-inspire parent to understand the outcomes for their child

- Good behaviour ensures:
  - your child makes the most of their learning and progresses steadily through school
  - other children's learning is not interrupted
  - your child develops social skills and a sense of responsibility
  - your child has an opportunity to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to ensure your child behaves well at school

#### Parent

- Discuss with your child the expectations for their behaviour at home and at school.
- Make sure behaviour expectations at home and school are consistent with each other.
- Meet regularly with your child's teacher to share information.
- Praise and reward your child when they behave well.

#### Teacher

- Discuss with parent the school's behaviour expectations.
- Stress the importance of consistent behaviour expectations between home and school.
- Discuss the importance of sharing information regularly between home and school.
- Develop a behaviour support plan with parent.
- Consider the need for support from school leadership with ongoing behaviour issues.
- Refer the parent to additional support, e.g. Parenting Program.

#### Handouts

- Behaviour Improvement Plan
- CYAAA Class Rules
- CYAAA Student Profile
- CYAAA Consequences



## 6.10 Reinforce the school's expected behaviours with your child

### Child is unaware of the school's expected behaviours

#### Remind parent why it is important for their child to understand the school's expected behaviours

- Your child is required to follow the school's rules every day.
- Schools have behaviour expectations and it is important children respect others' right to learn.
- Expected school behaviours are important for establishing school rules so that students understand what is expected of them.
- Children who regularly behave at school are:
  - familiar with the routines and expectations
  - best placed to learn
  - prepared for the demands of the full school day.

#### Resolve why they have not been able to achieve this

- What do you need to do to ensure your child is following the expectations?
- What is holding you back from doing this?
- How can you ensure your child is committed to this every day?
- How can you get more involved in your child's school?

#### (Re)-inspire the parent to understand the outcomes for their child

- Understanding the school's expected behaviours will:
  - ensure a strong start to your child's education
  - assist with expected behaviours at the home
  - set your child up for success in later life by ensuring they are equipped to make the most of their school experience.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support the school's expected behaviours

#### Parent

- Ensure you understand the school's expected behaviours.
- Discuss school with your child in a positive way.
- Ensure you are visiting your child's class regularly.
- Ensure you are having regular conversations with your child's teacher.

## Teacher

- Have regular conversations with the parent to ensure their child is following the school's expectations.
  - Use the opportunity to discuss the positives of the child's progress, targets and achievements. This will help keep the parents inspired.
  - Teach parents the 4:1 positive engagement rule and teach them simple ways to think about talking positively.
  - Strive to use 4:1 positive to negative communications with parents about student behaviour.
  - Use social mediums to communicate regularly with parents about a student's good behaviour.
  - Use the opportunity to discuss some things they can improve to better support the child.
  - Demonstrate to parent how to have positive conversations with their children and reinforce good behaviour messages.
  - Arrange an appointment with the parent for parent-teacher night.
  - Invite parent into the classroom to observe positive language and actions to motivate students and develop positive mindsets.
  - Refer parent to the Parenting Program to help develop their skills.

## 6.11 Align your child's behaviour at school and home

### Parent not teaching responsible behaviour

#### Remind parent why it is important to teach responsible behaviour

- It is important for the parent to role model responsible behaviour patterns.
- Responsible behaviour assists their child to gain lifelong values through supportive learning.
- Healthy home routines can help to teach responsible behaviour.

#### Resolve how parent can teach responsible behaviour

- What do you need to do to show responsible behaviour?
- What is holding you back from doing this?
- What can we do to support you to ensure child is receiving valuable social learnings?

#### (Re)-inspire parent to reinforce responsible behaviour patterns

- Reinforcing positive and responsible behaviour patterns:
  - ensures your child has full support from both school and family
  - prepares parents to know expected school behaviours
  - encourages parents to form bonds with their child's teacher
  - encourages parents to be strong supporters in the schooling community.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
  - Teacher completes the action plan, provides copy to parent and provides handouts to parent.
  - Teacher updates student file with conversation details and parent's committed actions.
  - Teacher does follow-up the next week.

### Practical actions to assist you to align your child's behaviour at school and home

#### Parent

- Discuss with your child the shared principles of behaviour in and out of school.

- Discuss with your child the importance of attending school every day.
- Talk to your child's teacher regularly and get involved in school activities.
- Ensure your child has healthy morning and evening routines.
- Ensure your child's good attendance is rewarded with praise and encouragement.
- Have regular conversations with your child's teacher to sort out any issues quickly.
- Introduce your child to more selfless acts of responsibility, such as volunteering.
- Share a substantial part of the responsibility, so you are on the same page as the teacher.

### Teacher

- Discuss with parent the importance of their child attending school every day.
- Discuss with parent ways to be involved in their child's education.
- Facilitate positive behaviours to prevent problem behaviour by discussing with parents any issues:
  - Keep parents inspired by discussing the positive of the child's progress, targets and achievements.
  - Discuss some things they can improve to continually better support the child.
  - Provide a safe, respectful and disciplined learning environment for the child.
  - Have regular conversations with the child's parent to sort out any issues quickly.

## 6.12 Attend Family Education Days

### Parent is not attending Family Education Days

#### Remind parent of the benefits of attending Family Education Days

- You have not been attending Family Education Days.
- Family Education Days are a great opportunity to get involved in your child's education.
- Family Education Days are a great opportunity to buy materials to support your child's learning.

#### Resolve how parent can attend a Family Education Day

- What do you need to do to ensure you attend a Family Education Day?
- What is holding you back from doing this?
- What can we do to support you in getting your attendance at a Family Education Day?

#### (Re)-inspire parent to understand the outcomes for their child

- Attending a Family Education Day offers an opportunity to:
  - spend quality time with your child
  - get involved with your child's learning journey
  - buy the right educational materials to support your child's learning
  - help your child to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to ensure parent attends a Family Education Day

**Parent**

- Make sure your child's Student Education Trust is up to date.
- Discuss with your child's teacher the dates of upcoming Family Education Days.
- Discuss with your child's teacher which education materials best support your child's learning.
- Attend the next Family Education Day.

**Teacher**

- Help parent ensure their child's Student Education Trust is up to date.
- Inform parent of the date of the next Family Education Day.
- Discuss with parent which educational materials would best support their child's learning.

**Handouts**

- Student Education Trust (information brochure)

**6.13 Get your child set for the NAPLAN test****Child is not set for the NAPLAN test****Remind parent why it is important to get their child set for the NAPLAN test**

- Your child is not set for the NAPLAN test.
- Not attending school every day creates a learning gap.
- It is important that your child works hard at school every day.

**Resolve why they have not achieved this**

- What do you need to do to get your child set for the NAPLAN test?
- What is holding you back from doing this?
- What can we do to support you in getting your child set for the NAPLAN test?

**(Re)-inspire parent to understand the outcomes for their child**

- Getting your child set for the NAPLAN test:
  - ensures they perform to the best of their abilities
  - ensures their strengths and areas they need to improve are highlighted
  - ensures they get a chance to get used to taking tests
  - helps your child to reach their full potential.

**Make commitments**

- Let's agree now on the things you are going to do and complete an action plan.
- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

**Practical actions to get your child set for the NAPLAN test****Parent**

- Discuss with your child the importance of getting set for the NAPLAN test.
- Discuss with your child's teacher how you can best help get your child set for the NAPLAN test.
- Ensure your child has space and quiet to work at home.

- Ensure your child has regular home routines that support their learning.

#### Teacher

- Discuss with parent the importance of the NAPLAN test for their child.
- Discuss with parent how they can best support their child's learning at home.
- Discuss what healthy home routines that support a child's learning might look like.

#### Handouts

- NAPLAN 2019 Timetable

## 6.14 Ensure parents understand the benefits of Direct Instruction

### Parents do not understand how Direct Instruction works

#### Remind parent of the benefits of Direct Instruction

- Your child is taught using the Direct Instruction (DI) method.
- DI is an effective teaching method that helps your child close gaps in their learning.
- Supporting the DI method in the home helps ensure your child reaches their full potential.

#### Resolve how parent can support DI at home

- What do you need to do to get a better understanding of DI?
- What is holding you back from doing this?
- What can you do to support DI at home?
- What can we do to help you in this?

#### (Re)-inspire parent to understand the outcomes for their child

- Children who learn using DI:
  - benefit from an effective, structured and monitored approach to their learning
  - experience positive feelings of success as they continuously build on their learning
  - are well placed to transition to the next school year
  - are empowered to get the most out of their school experience.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to build parents' understanding of DI

#### Parent

- Discuss with your child what they did at school each day.
- Discuss with your child's teacher how best to support their learning at home.
- Attend parent-teacher nights.

#### Teacher

- Discuss with parent the benefits of DI.
- Discuss with parent the importance of having a positive attitude towards school at home.
- Ensure parent understands the importance of full attendance to get the most from DI.
- Discuss with parent what their child has been learning.
- Discuss with parent the ways they can get involved in the school and their child's education.

## 7 Club

### 7.1 Ensure your child attends the Club Domain

#### Child is not attending the Club Domain

##### Remind parent of the importance of the Club Domain

- Your child is not attending the Club Domain.
- Club Domain is an important part of your child's learning and assessment.
- Club Domain ensures your child is best placed to get the most from their school experience.

##### Resolve how parent can ensure their child attends the Club Domain

- What do you need to do to ensure your child attends the Club Domain?
- What is holding you back from doing this?
- What can we do to support you to ensure your child attends the Club Domain?
- What can you do to get involved in the Club Domain?

##### (Re)-inspire parent to understand the outcomes for their child

- Attending the Club Domain helps ensure your child:
  - develops their key passions and leads a healthy lifestyle
  - grows in social confidence and self-esteem and reaches their full potential
  - meets the requirements of the Australian Curriculum Key Learning Areas.

##### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

#### Practical actions to ensure child's attendance at Club Domain

##### Parent

- Discuss the Club Domain with your child in a positive way.
- Sign your child up to the Club Domain.
- Discuss with your child the importance of regular attendance.
- Reward good attendance with praise and encouragement.
- Discuss with your child's teacher how you can get involved in the Club Domain.

##### Teacher

- Discuss with parent the benefits of the Club Domain.
- Discuss with parent ways to ensure their child attends the Club Domain.
- Inform parent of ways they can get involved in the Club Domain.

## 7.2 Ensure your child is progressing in Club Class

### Child is not progressing in Club Class

#### Remind parent why it is important their child is progressing in Club Class

- Your child has a learning gap.
- Supporting your child's learning at school is the best way to close that gap.
- Closing their learning gap will ensure they progress well at school.

#### Resolve why their child is not progressing in Club Class

- What do you need to do to ensure your child is progressing well in Club Class?
- What is holding you back from doing this?
- What can we do to help you ensure your child is progressing in Club Class?

#### (Re)-inspire parent to understand the outcomes for their child

- Progressing well at Club Class:
  - ensures your child has more education options
  - ensures your child can study their key passion
  - helps your child to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support child's progress in Club Class

#### Parent

- Discuss school with your child in a positive way.
- Discuss with your child the importance of working hard at school.
- Discuss with your child's teacher how best to support their progress at home.
- Attend parent–teacher night.
- Make sure your child's Student Education Trust is up to date.

#### Teacher

- Have regular conversations with the parent to ensure they stay on track:
  - Invite parent in to the classroom.
  - Invite parent to participate in activities.
  - Hook parent for return visits.
  - Use the opportunity to discuss the positive of the child's progress, targets and achievements.
  - Arrange an appointment with the parent for parent–teacher night.

### 7.3 Understand what your child is learning in the Club Domain

#### Parents should understand the importance of Club Domain

##### Remind parent why it is important to understand what their child is learning in Club Class

- Club Class is mandatory for all students.
- As a parent, you should understand what your child is being taught in Club Class around music, science and physical education.

##### Resolve how parent can understand the importance of their child's Club Class

- What do you need to do to understand the importance of attending Club Class?
- What is holding you back from doing this?
- What can we do to support you to attend and participate in Club Class?

##### (Re)-inspire parent to continue understanding the benefits of Club Class

- Understanding what your child is learning in Club Class:
  - ensures your child has the opportunity to follow their key passion
  - ensures your child has the best of being educated in both worlds.

##### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

#### Practical actions to understand the importance of what your child is learning in Club Class

##### Parent

- Discuss with your child what they are being taught in Club Class.
- Discuss with your child the importance of attending Club Class.
- Talk to your child's teacher regularly and get involved in Club Class activities.
- Have regular conversations with your child's teacher about their progress and achievements.

##### Teacher

- Discuss with parent the benefits of their child's involvement in Club Class.
- Discuss with parents ways to be involved in Club Class.
- Discuss with parent their child's progress and achievements.

##### Handouts

- CYAAA Attendance is important
- CYAAA Learning time lost
- Every day counts (Queensland Education brochure)

## 7.4 Understand the benefits of the Club Domain

### Parents do not understand the benefits of Club Class

#### Remind parent why it is important to understand the benefits of Club Class

- Your child is developing their musical, artistic and sporting abilities in Club Class.
- It is a priority that students are provided with enriching activities at home and school.
- Encouraging your child to participate in Club Class inspires them to achieve.
- Club Class is part of the normal school day and your child's learning program.

#### Resolve how parent can understand the benefits of their child's Club Class

- What do you need to do to understand the benefits of your child's Club Class?
- What is holding you back from doing this?
- What can you do at home to support your child's engaging in Club Class?
- What can we do to support you to understand the benefits of Club Class?

#### (Re)-inspire parent to continue understanding the benefits of Club Class

- Children who participate in Club Class:
  - benefit from a program that allows them to explore different interests
  - learn about health and physical education, which promotes healthy living
  - explore their own musical abilities and talents
  - learn about science and how it is used every day to improve our lives.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to assist you to understand the benefits of Club Class

#### Parent

- Discuss with your child what they did at school each day.
- Discuss with your child's teacher how best to support their learning at home.
- Discuss with your child about the importance of attending Club Class and its benefits.

#### Teacher

- Discuss with parent the benefits of their child's involvement in Club Class.
- Ensure parent understands the importance of full attendance to get the most from Club Class.
- Discuss with parent the ways they can get involved in the school and their child's education.
- Use the opportunity to discuss the positive of the child's progress.

## 7.5 Visit your child's Club Class

### Parents are not regularly supporting their child in Club Class

#### Remind parent why it is important to visit their child's Club Class

- Visiting your child's Club Class regularly shows you are committed to your child's education.
- Talking to your child's teacher will keep you informed on your child's progress and achievements.
- Parents who regularly attend their child's Club Class are:
  - familiar with the school expectations
  - getting involved in the school activities
  - more demanding of school improvement.

#### Resolve why they have not been able to achieve this

- What do you need to do to ensure you have regular Club Class visits?
- What is holding you back from doing this?
- How can you ensure will do this?
- What can we do to support you to ensure this happens?
- How can you get more involved in your child's education?

#### (Re)-inspire parent to understand the outcomes for their child

- Visiting your child's Club Class:
  - ensures your child gets a good education
  - shows your child that you are invested in their education
  - sets your child up for success in later life by ensuring they are equipped to make the most of their school experience.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support your child in Club Class

#### Parent

- Discuss visiting Club Class with your child in a positive way.
- Discuss your child's education progress daily.
- Talk to your child's teacher regularly and get involved in school activities.
- Support your child with learning activities at home.

#### Teacher

- Have regular conversations with the parent to ensure they stay on track:
  - Invite the parent into the classroom.
  - Invite parents to participate in activities.
  - Hook parents for return visits.
  - Use the opportunity to discuss the positive of the child's progress, targets and achievements. This will help keep the parents inspired.

- Discuss things they can improve to continually better support their child.
- Arrange an appointment with the parent for parent–teacher night.

## 7.6 Ensure your child has a personal musical instrument

### Not every child in the band has their own instrument

#### Remind parent of the benefits of having a musical instrument at home

- Your child will be able to practise at home and fast-track their musical aspirations.
- Your child will be better prepared for the program.
- It gives you the opportunity to enjoy and support your child's musical talent.

#### Resolve how parent can go about obtaining an instrument

- What do you need to do to provide a musical instrument for your child?
- What is holding you back from doing this?
- What can we do to support you to ensure your child can own a music instrument?

#### (Re)-inspire parent to understand the long-term benefits of their child owning a personal instrument

- Owning their own personal instrument provides:
  - an opportunity for your child to excel with their musical instrument
  - a chance for your child to carry over their music studies to their high school
  - an opportunity for your child to perform for other members of the family/community.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to ensure child in band obtains a personal instrument

#### Parent

- Talk to other family members who are willing to assist with making contributions.
- Sign up to the Student Education Trust and complete the appropriate deduction forms.
- Regularly attend Family Education Days at the school.
- Ensure your child regularly attends band practice and performances.

#### Teacher

- Convince parent to buy a musical instrument for their child.
- Discuss student's progress and achievements in the music program.

#### Handouts

- Student Education Trust information brochure

## 7.7 Encourage your child to take part in Masterclass

### Child has been selected for Masterclass

#### Remind parent why it is important for their child to take part in Masterclass

- Your child has been selected to take part in Masterclass.
- Masterclass is a small group of musically gifted and talented students from the school band.
- Masterclass provides an extra opportunity for your child to develop their musical skills.

#### Resolve how parent can sign their child up for Masterclass

- What do you need to do to ensure your child has the opportunity to take part in Masterclass?
- What is holding you back from doing this?
- What can we do to support you to ensure your child has the opportunity to take part in Masterclass?
- What can we do to help you attend Masterclass and support your child?

#### (Re)-inspire parent to understand the outcomes for their child

- Your child taking part in Masterclass:
  - ensures your child develops their talent
  - encourages personal interests and self-confidence and helps them reach their full potential
  - provides opportunities to perform with other students and professional musicians.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to encourage child to take part in Masterclass

#### Parent

- Discuss with your child the benefits of Masterclass and ways to get involved in Masterclass.
- Ensure your child has an up-to-date Student Educational Trust.
- Purchase a musical instrument for your child through the Student Educational Trust.
- Ensure home routines are put in place that encourage your child to practise.

#### Teacher

- Discuss with parent the benefits of Masterclass and the ways parents can get involved.
- Discuss with parent to ensure they have an up-to-date Student Educational Trust.

#### Handouts

- Student Education Trust information brochure

## 7.8 Support your child to participate in Masterclass

### Child has been selected to participate in Masterclass

#### Remind parent why it is important for their child to participate in Masterclass opportunity

- Your child has been selected to participate in Masterclass.
- Each year, students who play in the school band have an opportunity to participate in Masterclass.
- Masterclass is a great opportunity for your child to develop their music skills.

#### Resolve how parent can ensure child participates in Masterclass

- What do you need to do to ensure your child qualifies for Masterclass?
- What is holding you back from doing this?
- What can we do to support you to ensure your child qualifies for Masterclass?

#### (Re)-inspire parent to understand the outcomes for their child

- Getting your child set for Masterclass:
  - ensures your child develops their talent
  - encourages personal interests and self-confidence
  - provides opportunities to perform with other students and professional musicians
  - helps your child to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to encourage child to take part in Masterclass

#### Parent

- Discuss with your child the benefits of participating in Masterclass.
- Ensure your child has an up-to-date Student Education Trust.
- Purchase a musical instrument for your child through the Student Educational Trust.
- Ensure home routines are put in place that encourage your child to practise.
- Discuss with your child and their teacher ways you can get involved with Masterclass.

#### Teacher

- Discuss with parent the benefits of Masterclass.
- Discuss with parent to ensure they have an up-to-date Student Educational Trust.
- Discuss with parent ways they can get involved in Masterclass.

## 8 Culture

### 8.1 Ensure your child attends the Culture Domain

#### Child is not attending the Culture Domain

##### Remind parent of the importance of the Culture Domain

- Your child is not attending the Culture Domain.
- The Culture Domain is an important part of your child's assessment and learning.
- The Culture Domain ensures your child is best placed to get the most from their schooling.

##### Resolve how parent can ensure their child attends the Culture Domain

- What do you need to do to ensure your child attends the Culture Domain?
- What is holding you back from doing this?
- What can we do to support you to ensure your child attends the Culture Domain?
- What can you do to get involved in the Culture Domain?

##### (Re)-inspire parent to understand the outcomes for their child

- Attending the Culture Domain helps ensure your child:
  - has a strong sense of their own identity and the identity of others
  - grows in self-confidence and reaches their full potential
  - meets the requirements of the Australian Curriculum Key Learning Areas.

##### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

#### Practical actions to ensure child's attendance at Culture Domain

##### Parent

- Discuss the Culture Domain with your child in a positive way.
- Discuss with your child the importance of regular attendance.
- Reward good attendance with praise and encouragement.
- Discuss with your child's teacher how you can get involved in the Culture Domain.

##### Teacher

- Discuss with parent the benefits of the Culture Domain.
- Encourage parent to sign their child up to the Culture Domain.
- Discuss with parent ways to ensure their child attends the Culture Domain.
- Inform parent of ways they can get involved in the Culture Domain.

## 8.2 Ensure your child is progressing in Culture Class

### Child is not progressing in Culture Class

#### Remind parent why it is important their child is progressing in Culture Class

- Your child has a learning gap.
- Supporting your child's learning at school is the best way to close that gap.
- Closing their learning gap will ensure they progress well at school.

#### Resolve why their child is not progressing in Culture Class

- What do you need to do to ensure your child is progressing well in Culture Class?
- What is holding you back from doing this?
- What can we do to help you ensure your child is progressing in Culture Class?

#### (Re)-inspire parent to understand the outcomes for their child

- Progressing well in Culture Class:
  - ensures your child has more education options
  - ensures your child can study their key passion
  - helps your child to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support child's progress in Culture Class

#### Parent

- Discuss school with your child in a positive way.
- Discuss with your child the importance of working hard at school.
- Discuss with your child's teacher how best to support their progress at home.
- Attend parent-teacher night.
- Participate in the Parenting Program to help develop daily routines to support your child's progress.
- Make sure your child's Student Education Trust is up to date.

#### Teacher

- Have regular conversations with the parent to ensure they stay on track:
  - Invite the parent in to the classroom.
  - Invite parent to participate in activities.
  - Hook parent for return visits.

### 8.3 Understand what your child is learning in the Culture Domain

#### Parents does not understand the importance of Culture Class

##### Remind parent why it is important to understand what their child is learning in Culture Class

- Culture Class is mandatory for all students.
- As a parent, you should understand what your child being taught in Culture Class around history and identity.
- The Culture Classes are led by local identities to increase students' participation in their local culture.

##### Resolve how parent can be better informed of what is being taught in Culture Class

- What do you need to do to support your child so they can have an enriching experience?
- What is holding you back from doing this?
- What can we do to support you to understand what your child is learning in Culture Class?

##### (Re)-inspire parent to continue to be aware of what is being taught in their child's Culture class

- Understanding what your child is learning in Culture Class:
  - ensures your child has an enriched experience in their culture and language
  - ensures your child has the best of being educated in both worlds
  - encourages your child to follow their history and identity of culture.

##### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

#### Practical actions for parents to understand the learnings of Culture Class

##### Parent

- Talk to your child's teacher regularly and get involved in school activities.
- Ensure your child is attending Culture Class every day.
- Have regular conversations with your child's teacher about their progress and achievements.
- Introduce your child to the values of the cultural lessons.
- Discuss with your child the importance of learning culture.

##### Teacher

- Discuss with parent the benefits of their child attending Culture Class.
- Discuss with parent ways to be involved in Culture Class.
- Discuss with parent their child's progress and achievements.
- Invite parent into Culture Class.

## 8.4 Understanding the benefits of Culture Class

### Parent does not understand the benefits of Culture Domain

#### Remind parent why it is important to understand the benefits of Culture Domain

- Your child is being taught knowledge of their culture and the culture of others in the classroom.
- It is a priority that students learn the knowledge and history of culture.
- It is a priority that students have the opportunity to learn ancestral language.
- Speaking about culture at home helps your child to understand their culture and the culture of others.

#### Resolve how parent can understand the benefits of their child's Culture Class

- What do you need to do to understand the benefits of your child's Culture Class?
- What is holding you back from doing this?
- What can you do at home to support your child's understanding of culture?
- What can we do to support you to understand the benefits of Culture Class?

#### (Re)-inspire parent to continue understanding the benefits of Culture Class

- Children who participate in Culture Class:
  - benefit from cultural knowledge and understanding
  - learn about other people's cultures from local areas, across Australia and around the world
  - are inspired by learning about the history, arts and geography of different cultures
  - experience a learning program that provides local cultural knowledge, excursions and camps.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to assist you to understand the benefits of Culture Class

#### Parent

- Discuss with your child what they did at school each day.
- Discuss with your child's teacher how best to support their learning at home.
- Discuss with your child about the importance of attending Culture Class and its benefits.

#### Teacher

- Discuss with parent the benefits of their child's involvement in Culture Class.
- Discuss with parent what their child has been learning.
- Discuss with parent the ways they can get involved in the school and their child's education.
- Use the opportunity to discuss the positive of the child's progress in Culture Class.

## 8.5 Support your child's education in Culture Class

### Parents not supporting their child's education

#### Remind parent why it is important to support their child in their Culture Class

- Parent should support their child to continue with the learning of their culture.
- Parents should take an interest and participate in their child's Culture Class.

#### Resolve how parent can support their child's education in Culture Class

- What do you need to do to support your child enhancing the learning of culture?
- What is holding you back from doing this?
- What can we do to support you to do ensure your child has an enriched experience?

#### (Re)-inspire parent to support their child's learning outcomes

- Parents supporting their child in every day attendance in Culture Class:
  - ensure they are positively involved and active in their child's education
  - reinforce the values and behaviours in Culture Class with their child
  - are seen as strong supporters in the Culture Class.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support your child's education in Culture Class

#### Parent

- Discuss with your child the positive effects of Culture Class.
- Discuss with your child the importance of attending Culture Class and its benefits.
- Talk to your child's teacher regularly and get involved in cultural activities.
- Have regular conversations with your child's teacher to sort out any issues quickly.
- Introduce your child to the benefits of Culture Class.
- Talk about the values of learning about their child's Culture Class.

#### Teacher

- Discuss with parent the benefits of their child's involvement in Culture Class.
- Discuss with parents ways to be involved in Culture Class time.
- Invite parent in to Culture Class.
- Use the opportunity to discuss the positive of the child's progress, targets and achievements in Culture Class. This will help keep the parents inspired.
- Discuss some things they can improve to continually better support the child in Culture Class.

## 8.6 Help teach your child's Culture Class

### Parents not imparting cultural knowledge towards child's cultural education

#### Remind parent why it is important to help share knowledge in their child's Culture Class

- Your child is being taught knowledge of their culture and the culture of others in the classroom.
- Parents enrich Culture classes by increasing students' cultural knowledge and participation.
- We have been told it is a priority of the community that students learn their culture.
- We have been told that it is a priority of the community that students have the opportunity to learn traditional skills to become cultural leaders.

#### Resolve how parents can enrich Culture Class with what they already know

- What do you need to do to enhance your child's learning of culture?
- What can you do to influence children to learn and practice their culture?
- How can you increase the value of cultural leadership by sharing aspects of culture?
- What is holding you back from doing this?
- What can we do to support you to share culture in the classroom?

#### (Re)-inspire parent to become cultural leaders

- Sharing your child's culture in Culture Class:
  - ensures your child understands and values their culture and language
  - ensures your child is taught their culture by the community
  - encourages your child to become a cultural leader

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support the sharing of culture in class

#### Parent

- Discuss with your child the importance of their culture and identity.
- Discuss with your child the importance of learning ancestral language.
- Discuss with your child the importance of learning traditional dance and songs.
- Talk to your child's teacher regularly and get involved in cultural activities.
- Talk with your child's teacher about upcoming culture lessons and your local knowledge.

#### Teacher

- Discuss with the parent the benefits of their involvement in Culture Class.
- Discuss with the parent the benefits of being a cultural leader.
- Discuss upcoming lessons to share opportunities where parents can enrich their child's learning.

- Invite parent in to Culture Class and encourage them to share.
- Discuss with parent about the resources they need to share culture.

## 8.7 Visit your child's Culture Class

### Parents are not regularly supporting their child in Culture Class

#### Remind parent why it is important to visit their child's Culture Class

- Visiting your child's Culture Class regularly shows you are committed to your child's education.
- Talking to your child's teacher will keep you informed on your child's progress and achievements.
- Parents who regularly attend their child's Culture Class are:
  - familiar with the school expectations
  - getting involved in the school activities
  - more demanding of school improvement.

#### Resolve why they have not been able to achieve this

- What do you need to do to ensure you have regular Culture Class visits?
- What is holding you back from doing this?
- How can you ensure will do this?
- What can we do to support you to ensure this happens?
- How can you get more involved in your child's education?

#### (Re)-inspire parent to understand the outcomes for their child

- Visiting your child's Culture Class:
  - ensures your child gets a good education
  - shows your child that you are invested in their education
  - sets your child up for success by ensuring they can make the most of their schooling.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support your child in Culture Class

#### Parent

- Discuss visiting Culture Class with your child in a positive way.
- Discuss your child's education progress daily.
- Talk to your child's teacher regularly and get involved in school activities.
- Support your child with learning activities at home.

#### Teacher

- Have regular conversations with the parent to ensure they stay on track:

- Invite the parent in to the classroom.
- Invite parent to participate in activities.
- Hook parent for return visits.
- Use the opportunity to discuss the positive of the child's progress, targets and achievements. This will help keep the parents inspired.
- Discuss some things they can improve to continually better support their child.
- Arrange an appointment with the parent for parent-teacher night.
- Refer the parent to the Parenting Program to help develop their skills.

## 9 Community

### 9.1 Ensure your child attends school every day

#### Child is not attending school every day

##### Remind parent why it is important for their child to attend school every day

- Your child is not attending school every day.
- Not attending school slows your child's progress and creates a learning gap.
- Attending school every day helps close that gap.

##### Resolve how parent can ensure their child attends school every day

- What do you need to do to ensure your child attends school every day?
- What is holding you back from doing this?
- What can we do to support you to ensure your child attends school every day?

##### (Re)-inspire parent to understand the outcomes for their child

- Attending school every day:
  - ensures your child does not fall behind their peers
  - ensures your child will progress academically
  - sets up good habits that will help your child make the most of their school experience
  - helps your child to reach their full potential.

##### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
  - Teacher completes the action plan, provides copy to parent and provides handouts to parent.
  - Teacher updates student file with conversation details and parent's committed actions.
  - Teacher does follow-up the next week.

#### Practical actions to ensure your child attends school every day

##### Parent

- Discuss attending school with your child in a positive way.
- Discuss with your child the importance of attending school every day.
- Talk to your child's teacher regularly and get involved in school activities.
- Ensure your child has healthy morning and evening routines.
- Ensure your child's good attendance is rewarded with praise and encouragement.
- Have regular conversations with your child's teacher to sort out any issues quickly.

##### Teacher

- Discuss with parent the importance of attending school every day.
- Discuss healthy home routines with the parent.
- Have regular conversations with the parent to ensure they stay on track:
  - Use the opportunity to discuss the positive of the child's progress, targets and achievements. This will help keep the parents inspired.
  - Discuss some things they can improve to continually better support the child.
  - Arrange an appointment with the parent to attend parent-teacher night
  - Have regular conversations with the child's parent to sort out any issues quickly.
  - Refer the parent to additional support, e.g. Parenting Program.

## 9.2 Ensure your child attends school on time

### Child is not attending school on time

#### Remind parent why it is important for their child to attend school on time

- Your child is not attending school on time every day.
- Not attending school on time slows your child's progress and creates a learning gap.
- Attending school on time every day helps close that gap.

#### Resolve how parent can ensure their child attends school on time

- What do you need to do to ensure your child attends school on time?
- What is holding you back from doing this?
- What can we do to support you to ensure your child attends school on time?

#### (Re)-inspire parent to understand the outcomes for their child

- Attending school on time every day:
  - ensures your child does not fall behind their peers
  - ensures class is not disrupted
  - sets up good habits that will help your child make the most of their school experience
  - helps your child to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
  - Teacher completes the action plan, provides copy to parent and provides handouts to parent.
  - Teacher updates student file with conversation details and parent's committed actions.
  - Teacher does follow-up the next week.

### Practical actions to ensure your child attends school on time

#### Parent

- Discuss school with your child in a positive way.
- Discuss with your child the importance of attending school on time every day.
- Ensure your child has healthy morning and evening routines.
- Ensure your child's good attendance is rewarded with praise and encouragement.
- Have regular conversations with your child's teacher to sort out any issues quickly.

#### Teacher

- Discuss with parent the importance of attending school on time every day.
- Discuss with parent what a healthy home routine might look like.
- Have regular conversations with the child's parent to sort out any issues quickly.
- Refer parent to additional support, e.g. Parenting Program.

### 9.3 Understand how your child's absence affects learning

#### Parents do not understand how their child's absence affects themselves and other students from learning

##### Remind parent why it is important to teach the benefits of good attendance

- A child's absence affects their progress and creates a learning gap.
- Attending school every day will help to close a learning gap.
- It is important to assist your child to be school ready and attending school every day.

##### Resolve how parent can teach attendance

- What do you need to do to support your child's attendance?
- What is holding you back from doing this?
- What can we do to support you to ensure child is at school every day?

##### (Re)-inspire how parents can improve their child attendance outcomes

- Parents supporting their child to attend school every day:
  - ensure their child gets a good education
  - ensure their child is getting the most from their school experience
  - ensure their child is reaching their full potential.

##### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

#### Practical actions to assist your child to understand how their absence affects their learning

##### Parent

- Visit your child's class regularly.
- Discuss with your child the importance of being school ready and attending school every day.
- Ensure your child has healthy morning and evening routines.
- Ensure your child's good attendance is rewarded with praise and encouragement.
- Have regular conversations with your child's teacher to sort out any issues quickly.

##### Teacher

- Discuss with parent the importance of attending school every day on time.
- Discuss with parent ways to be involved in their child's education.
- Discuss with parent the importance and benefits of regular attendance.
- Discuss with parent the student's progress and achievements.
- Discuss parent visiting their child's class.

## 9.4 Reporting explained absences

### Parent is unsure how to report explained absences

#### Remind parent how to report explained absences

- All absences are recorded by the school.
- You must report all absences by phone or in person.
- It is important to understand what acceptable reasons for absence are.

#### Resolve how to ensure all explained absences are reported

- What do you need to do to ensure explained absences are reported?
- What is holding you back from doing this?
- What can we do to help you ensure all explained absences are reported?

#### (Re)-inspire parent to understand the outcomes for their child

- Reporting explained absences:
  - ensures your child's records are correct and up to date
  - helps ensure your child is only absent from school when absolutely necessary
  - helps identify gaps in their learning
  - helps ensure your child can fill those learning gaps.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
  - Teacher completes the action plan, provides copy to parent and provides handouts to parent.
  - Teacher updates student file with conversation details and parent's committed actions.
  - Teacher does follow-up the next week.

### Practical actions to ensure explained absences are reported

#### Parent

- Discuss with your child the importance of attending school every day.
- Establish healthy morning and evening routines to encourage daily attendance.
- Ensure you understand what is an acceptable reason for school absence.
- Make sure you are clear on how to report an explained absence.

#### Teacher

- Discuss with parent the importance of attending school every day.
- Discuss with parent what a healthy home routine may look like.
- Ensure parent understands what is an acceptable reason for school absence.
- Ensure parent understands clearly how to report an explained absence.
- Refer parent to additional support, e.g. Parenting Program.

## 9.5 Ensure your child stays in school all day

### Child has not been staying in school all day

#### Remind parent why it is important for their child to stay all day in school

- Your child has not been staying in school all day.
- Not staying in school all day slows your child's progress at school and creates learning gaps.
- Attending school all day will ensure your child does not fall behind their peers.

#### Resolve how parent can ensure their child stays in school all day

- What do you need to do to ensure your child stays in school all day?
- What is holding you back from doing this?
- What can we do to support you in ensuring your child stays in school all day?

#### (Re)-inspire parent to understand the outcomes for their child

- Attending school all day ensures your child:
  - does not fall behind their peers
  - makes steady progress through school
  - reaches their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week

### Practical actions to ensure your child stays in school all day

#### Parent

- Discuss school with your child in a positive way.
- Discuss with your child the importance of staying in school all day.
- Ensure your child has healthy morning and evening routines.
- Ensure your child's good attendance is rewarded with praise and encouragement.
- Have regular conversations with your child's teacher to sort out any issues quickly.

#### Teacher

- Discuss with parent the importance of their child attending school all day.
- Discuss with parent what a healthy home routine may look like.
- Have regular conversations with the child's parent to sort out any issues quickly.
- Refer parent to additional support, e.g. Parenting Program.

## 9.6 Support your child's attendance

### Child is not attending school

#### Remind parent why it is important to ensure their child attends school

- Your child has a learning gap other Australian children do not have.
- Fully attending school is the best way to close that gap.
- Attending school makes sure your child is best placed to get the most from their education.

#### Resolve why they have not been able to achieve this

- What do you need to do to ensure your child attends school?
- What is holding you back from doing this?
- What can we do to support you to ensure your child attends school every day?

#### (Re)-inspire parent to understand the outcomes for their child

- Attending school helps ensure your child:
  - meets the requirements of the Australian Curriculum Key Learning Areas
  - grows in social confidence and self-esteem
  - is set to transition to the next year of school
  - sets up good habits that will help them make the most of their education
  - reaches their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support child's attendance

#### Parent

- Discuss school with your child in a positive way.
- Ensure your child has healthy morning and evening home routines.
- Ensure you spend time at school with your child to support their attendance.
- Ensure your child's attendance is rewarded with praise and encouragement.
- Have regular conversations with your child's teacher to sort out any issues quickly.

#### Teacher

- Discuss with parent what a healthy home routine might look like.
- Discuss with parent ways they can get involved in school.
- Have regular conversations with the child's parent to sort out any issues quickly.

## 9.7 Get your child set for school

### Child is not set for school

#### Remind parent why it is important to get their child set for school

- Your child is not set for school.
- Getting your child set for school ensures they get the most from their experience.
- Children with healthy morning and evening home routines are best placed to learn at school.
- Up-to-date health checks are important and medical issues need to be addressed promptly.

#### Resolve why child is not yet set for school

- What do you need to do to get your child set for school?
- What is holding you back from doing this?
- What can we do to help you get your child set for school?

#### (Re)-inspire parent to understand the outcomes for their child

- Getting your child set for school:
  - means a strong start that ensures they get the most from school
  - ensures your child does not fall behind their peers
  - helps your child to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to get child set for school

#### Parent

- Ensure your child has an up-to-date Student Education Trust.
- Make sure all health issues are addressed promptly.
- Attend parent-teacher nights.
- Participate in Parenting Program to help develop daily routines.

#### Teacher

- Discuss with parent how to get their child set for school.
- Help make sure the child has an up-to-date Student Education Trust.
- Discuss with parent if there are any special needs.
- Encourage parent to ensure their child's health checks are up to date.
- Refer the parent to additional support, e.g. Parenting Program.

## 9.8 Ensure your child is well-rested for school

### Parents don't have evening routines for their child

#### Remind parent of the benefits of evening routines

- Your child is often tired at school.
- Getting enough sleep is essential for your child's development.
- Healthy home routines are important to achieve this.

#### Resolve how parent can ensure their child gets enough sleep

- What do you need to do to ensure you child is well-rested for school?
- What is holding you back from doing this?
- What can we do to help you ensure your child is well-rested?

#### (Re)-inspire parent to understand the outcomes for their child

- A well-rested child:
  - is in better overall health and is less likely to get sick
  - has a longer attention span and will make better progress at school
  - is better placed to get the most out of their school experience.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to ensure child is well-rested

#### Parent

- Make sure your child's bedroom is cool and comfortable.
- Create a solid home routine with fixed times for dinner, bath and bed, and stick to it.
- Ensure your child gets 10–11 hours of sleep per night.
- Discuss with family members to make sure your child's sleep is not disturbed.

#### Teacher

- Inform parent of their child's need for 10–11 hours of sleep per night.
- Stress the importance of a set nightly routine to achieve this.
- Discuss with parent what a healthy home routine might look like.
- Refer parent to the Parenting Program for additional support.

#### Handouts

- CYAAA Attendance is important.

## 9.9 Ensure your child wears the school uniform

### Child's dress does not meet the school standards

#### Remind parent of the importance of the school uniform

- Your child does not attend school in uniform.
- All children must wear the full school uniform to school, including shoes.
- The school uniform is an important part of the school identity.

#### Resolve why their child does not attend school in uniform

- What do you need to do to ensure your child attends school in uniform?
- What is holding you back from doing this?
- What can we do to support you to ensure your child attends school in uniform?

#### (Re)-inspire parent to understand the outcomes for their child

- Wearing the school uniform:
  - ensures your child meets the school dress code
  - ensures your child has a neat and tidy appearance
  - ensures a feeling of equality among the students
  - builds a sense of identity and pride in the school.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to ensure child wears the school uniform

#### Parent

- Discuss with your child the importance of attending school in uniform.
- Ensure your child has a Student Education Trust.
- Ensure your child has enough school uniforms.

#### Teacher

- Discuss with parent why the school uniform is important.
- Discuss the importance of help from home to ensure child wears the school uniform.
- Advise parent on signing their child up to a Student Education Trust.
- Inform parent where they can buy school uniforms.

#### Handout

- Student Education Trust information brochure

## 9.10 Ensure your child has had breakfast

### Child has not had breakfast

#### Remind parent why it is important their child gets enough nutrition

- Your child needs to have a nutritional breakfast so they can get the most from their learning experience.
- It is important that your child gets the right amount of nutritional food from their diet.
- Healthy eating is important for your child's physical and personal developmental growth.

#### Resolve why their child is not getting enough nutrition

- What do you need to do to ensure your child has had breakfast?
- What is holding you back from doing this?
- What can we do to support you to ensure your child gets breakfast?

#### (Re)-inspire parent to understand the outcomes for their child

- Healthy eating ensures your child:
  - has enough energy to get the most out of their learning
  - has enough nutrition to grow physically
  - is absent less often and progresses faster
  - stays healthy
  - reaches their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to ensure your child has had breakfast

#### Parent

- Ensure you have healthy home routines.
- Discuss with your child the importance of healthy eating.
- Make sure there is healthy food available at home.

#### Teacher

- Discuss with the parent the importance of their child eating healthy food.
- Discuss what a healthy diet may look like.
- Refer the parent to additional support, e.g. Parenting Program.

#### Handouts

- Smart Choices Spectrum

## 9.11 Ensure your child has a lunch solution

### Child has not had lunch

#### Remind parent why it is important their child has a lunch solution

- Your child needs to have a nutritional lunch so they can get most from their learning experience.
- It is important that your child gets the right amount of nutritional food from their diet.
- Healthy eating is important for your child's physical and personal developmental growth.

#### Resolve why their child does not have a lunch solution

- What do you need to do to ensure your child has a lunch solution?
- What is holding you back from doing this?
- What can we do to support you to ensure your child has a lunch solution?

#### (Re)-inspire parent to understand the outcomes for their child

- Healthy eating ensures your child:
  - has enough energy to get the most out of their learning
  - has enough nutrition to grow physically
  - stays healthy
  - reaches their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to ensure your child has a lunch solution

#### Parent

- Ensure you have healthy home routines.
- Discuss with your child the importance of healthy eating.
- Enrol your child in Food Club or ensure they have healthy food packed for the school day.
- Make sure there is healthy food available at home.

#### Teacher

- Discuss with the parent the importance of their child eating healthy food.
- Discuss what a healthy diet may look like.
- Refer the parent to additional support, e.g. Parenting Program.

#### Handouts

- Smart Choices Spectrum

## 9.12 Ensure your child eats nutritional meals

### Child has low energy in class

#### Remind parent why it is important their child gets enough nutrition

- Your child has low energy in class.
- It is important that your child gets the right amount of nutritional food from their diet.
- Healthy eating is important for your child's physical and personal developmental growth.

#### Resolve why their child is not getting enough nutrition

- What do you need to do to ensure your child gets enough nutrition?
- What is holding you back from doing this?
- What can we do to support you to ensure your child gets enough nutrition?

#### (Re)-inspire parent to understand the outcomes for their child

- Healthy eating ensures your child:
  - has enough energy to get the most out of their learning
  - has enough nutrition to grow physically
  - is absent less often and progresses faster
  - stays healthy and reaches their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to ensure your child gets enough nutrition

#### Parent

- Discuss with your child the importance of healthy eating.
- Make sure the school is kept informed of any health issues.
- Ensure your child has a healthy food packed for school.
- Make sure there is healthy food available at home.

#### Teacher

- Discuss with parent the importance of their child eating healthy food.
- Discuss what a healthy diet may look like.
- Refer parent to additional support, e.g. Parenting Program.

#### Handouts

- Smart Choices Spectrum

## 9.13 Deal with your child's hearing difficulties

### Child is having hearing difficulties

#### Remind parent why it is important to deal with hearing difficulties promptly

- Hearing difficulties can slow your child's progress at school and create learning gaps.
- It is important that your child gets medical attention as soon as possible.

#### Resolve why their child needs to have their hearing tested

- What do you need to do to get your child's hearing tested?
- What is holding you back from doing this?
- What can we do to support you in getting your child's hearing tested?

#### (Re)-inspire parent to understand the outcomes for their child

- The earlier hearing difficulties are identified, the better for your child's overall development.
- Early treatment of hearing difficulties may:
  - ensure your child does not fall behind their peers
  - ensure your child gets the most from interactions with others
  - help your child to protect their hearing from getting worse
  - help your child to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to deal with child's hearing difficulties

#### Parent

- Discuss with your child the hearing difficulties they may have.
- Make an appointment to have your child's hearing tested.
- Ensure your child is not exposed to excessive noise.
- Ensure your child has good personal hygiene routines.

#### Teacher

- Discuss with the parent the hearing difficulties their child has been having.
- Discuss with the parent how they can set up an appointment to have their child's hearing tested.
- Refer the parent to additional support, e.g. Parenting Program.

## 9.14 Keep your child healthy

### Child is not in the best possible health

#### Remind parent why it is important to deal with health problems promptly

- Your child often has health issues.
- Taking care of your child's health issues quickly helps them to get the most from school.
- Children with good hygiene routines are less likely to get sick, attend school more regularly and progress more quickly.
- Healthy children are happy children.

#### Resolve why their child is not in the best possible health

- What do you need to do to make sure your child is in the best possible health?
- What is holding you back from doing this?
- What can we do to help support you in keeping your child as healthy as possible?

#### (Re)-inspire parent to understand the outcomes for their child

- Children who are in the best possible health:
  - are absent less often and progress faster
  - get the most out of their time at school
  - are happier.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to keep the child healthy

#### Parent

- Ensure your child's health checks are up to date.
- Address any health issues promptly.
- Make sure the school is informed of any health issues.
- Make sure your child has good personal hygiene routines.
- Make sure your child eats a balanced diet and gets enough exercise and rest.
- When necessary, seek medical attention for illness immediately.

#### Teacher

- Discuss with parents when they should seek medical attention for their child.
- Discuss with parents how they can set up healthy eating, exercise and sleep routines at home.

## 9.15 Support your child's learning difficulty and verification

### Parents are not ensuring their child is being supported through their learning difficulties

#### Remind parent why it is important to support their child's learning outcomes

- Learning disabilities can slow your child's progress at school and create learning gaps.
- The sooner your child's learning difficulties are investigated and addressed, the sooner the adjustment can be made to support your child's learning.
- You know your child well — any information you have will be useful to your child's teachers.

#### Resolve how parent can support their child's learning and verification

- What do you need to do to ensure your child receives adjustment for their learning difficulty?
- What is holding you back from doing this?
- What can we do to support you to meet with the student services team representative (e.g. the principal) about concerns for your child's learning?

#### (Re)-inspire parent to support their child's learning outcomes

- The earlier learning difficulties are identified, the better for your child's overall development.
- Early identification can:
  - ensure your child does not fall behind their peers
  - ensure your child gets the most from interactions with others
  - help your child to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support your child's learning difficulties

#### Parent

- Discuss with your child's teacher any learning difficulties they may have.
- Discuss options to have your child's difficulties adjusted for.
- Discuss options to have your child's difficulties investigated for potential disability.
- Check your child has achieved their developmental milestones with their GP.

#### Teacher

- Discuss with the parent the learning difficulties their child has been having.
- Discuss with the parent the options to adjust the learning for their child and investigate potential disability.
- Discuss with the parent how they can set up an appointment to have their child's developmental milestones checked.

## 9.16 How to support your child's learning disability

### Parents are not ensuring their child is being supported through their learning difficulties

#### Remind parent why it is important to support their child's learning outcomes

- Learning disabilities can slow your child's progress at school and create learning gaps.
- The sooner your child's learning difficulties are investigated and addressed, the sooner the adjustment can be made to support your child's learning.
- Having regular check in with your child's teachers or a representative of the student services team can keep you updated on their progress.

#### Resolve how parent can support their child's learning disability

- What do you need to do to ensure your child has the right entitlements as the result of verification?
- What is holding you back from doing this?
- What can we do to support you to meet with the teacher or student services team representative (e.g. the principal) about concerns for your child's progress?

#### (Re)-inspire parent to support their child's learning and developmental stages

- The earlier learning difficulties are identified, the better for your child's overall development.
- Support for your child's learning difficulties can:
  - ensure your child does not fall behind their peers
  - ensure your child gets the most from interactions with others
  - ensure your child is well supported through high school
  - help your child to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support your child's learning disability

#### Parent

- Discuss with your child's teacher any learning difficulties they have.
- Discuss with your child's teacher the adjustments that have been made to support their learning.
- Discuss with your child's GP or health service provider what support might be available.
- Discuss options to have your child's difficulties investigated for potential disability.
- Discuss with the principal options for high schools that can support your child's learning disability.

#### Teacher

- Discuss with parent the learning disability their child has.
- Discuss with parent the adjustments being made to support the learning of their child.
- Discuss with parent how they can set up an appointment with their child's GP or health service provider to check what support is available.
- Refer parent to additional support, e.g. Parenting Program.

## 9.17 Ensure agencies are supporting your child's wellbeing

### Local agencies are not available to support your child's wellbeing

#### Remind parent why it is important to ensure agencies are supporting their child's wellbeing

- Learning disabilities can slow your child's progress at school and create learning gaps.
- Your child's development is supported through local health agencies (e.g. Apunipima, Wellbeing Centres, Qld Health).
- Checking in regularly with your child's principal or representative of the student services team, GP or health service provider for advice on what agencies can support their development.

#### Resolve how parent can ensure their child's wellbeing is supported

- What do you need to do to ensure your child's wellbeing is supported by the local agencies?
- What is holding you back from doing this?
- What can we do to support you to meet with your child's GP or health service provider about their wellbeing?

#### (Re)-inspire parent to support their child's wellbeing with the support of agencies

- The support of local agencies can:
  - ensure your child does not fall behind their peers
  - ensure that your child has the best opportunity to receive the right support
  - ensure your child is well supported through their school experience
  - help your child to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support your child's wellbeing

#### Parent

- Discuss with your child's principal the wellbeing concerns they have.
- Discuss with your child's teacher the adjustments that have been made to support their learning.
- Discuss with your child's GP the merits of a wellbeing health plan.
- Discuss with your child's GP or health service provider about support that is available.

#### Teacher

- Discuss with parent the local agencies that can support their child.
- Discuss setting an appointment with their child's GP or health service provider to discuss a wellbeing health plan.
- Discuss with parent the merit of a wellbeing health plan from their child's GP to enable access to the appropriate support agencies.
- Refer parent to additional support, e.g. Parenting Program.

#### Handouts

- Education Adjustment Program Handbook

## 9.18 Sign up your child for a Student Education Trust

### Child is not signed up for a Student Education Trust

#### Remind parent why it is important their child is signed up for a Student Education Trust

- Your child does not have a Student Education Trust (SET).
- Having an SET takes the stress out of paying for your child's schooling.
- Starting an SET is a great way for you and your child to get ready for Pre-Prep and all year levels.

#### Resolve why parent has not signed up their child to an SET

- What do you need to do to sign up your child to an SET?
- What is holding you back from doing this?
- What can we do to help you sign up your child to an SET?
- Who could contribute to your child's SET?

#### (Re)-inspire parent to understand the outcomes for their child

- Starting an SET for your child:
  - ensures they are set for Pre-Prep and all year levels
  - ensures they can make the most of Pre-Prep and all year levels
  - helps you plan for your child's future.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to sign up child to an SET

#### Parent

- Discuss with other family members about contributing to your child's SET.
- Make an appointment with MPower to do a budget.
- Complete paperwork to sign your child up for an SET.
- Regularly attend Family Education Days at your child's school.

#### Teacher

- Discuss with parent the value of an SET and what it can be used for.
- Refer parent to MPower to complete a budget and sign up for an SET.

#### Handouts

- Student Education Trust information brochure

## 9.19 Ensure your child's Student Education Trust payments are up to date

### Payments for Student Education Trust are not up to date

#### Remind parent why it is important their School Education Trust payments are up to date

- Your child's School Education Trust (SET) payments are not up to date.
- Having an up-to-date SET takes the stress out of paying for your child's schooling.

#### Resolve why their child's SET payments are not up to date

- What do you need to do to ensure your child's SET payments are up to date?
- What is holding you back from doing this?
- What can we do to help you ensure your child's SET payments are up to date?

#### (Re)-inspire parent to understand the outcomes for their child

- Making sure your child's SET payments are up to date:
  - ensures they are best prepared for school
  - ensures they can make the most of the school year
  - helps you plan for your child's future.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to ensure SET payments are up to date

#### Parent

- Discuss with other family members about contributing to your child's SET.
- Make an appointment with MPower to do a budget.
- Regularly attend Family Education Days at school.

#### Teacher

- Discuss with parent the benefits of having an up-to-date SET and what it can be used for.
- Refer parent to MPower to complete a budget and catch up on SET payments.

#### Handouts

- Student Education Trust information brochure

## 9.20 Ensure your child has the correct educational resources for their learning needs

### Parents not purchasing the correct educational resources for their child's learning needs

#### Remind parent why it is important to purchase the correct educational resources for their child's learning needs

- Remind parents about the child participating fully with the correct educational resources.
- Remind parent of the importance of having the correct educational resources with them every day.
- Encourage parents to be a participant in the Student Education Trust (SET).

#### Resolve how parent can ensure their child has correct educational resources

- What do you need to do to set up an SET for your child?
- What is holding you back from doing this?
- What can we do to support you to ensure your child has the correct educational resources?

#### (Re)-inspire parent to ensure their child has the correct educational resources for their learning needs

- Having the correct educational resources:
  - ensures your child is best placed to get the most out of their school experience
  - ensures your child transitions to the best high school that meets their needs
  - ensures your child will have the opportunity to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to assist you to purchase correct educational resources for your child

#### Parent

- Ensure your child has the appropriate resources purchased for their learning needs.
- Discuss with your family the importance of saving for a child's SET.
- Attend Family Education Day events at the school every term.
- Have regular conversations with your child's teacher.

#### Teacher

- Discuss and guide parent to purchasing the correct educational resources for their child.
- Discuss with parent attending Family Education Day and what is available to be purchased.
- Discuss with parent the student's progress and achievements.

#### Handouts

- Student Education Trust information brochure

## 9.21 Ensure your child has the opportunity to obtain a scholarship

### Child does not meet expectation of securing a scholarship

#### Remind parent why it is important to ensure their child is meeting the requirement for scholarship

- Your child needs to be at grade or above grade level to obtain a scholarship.
- Your child needs to have good attendance and behaviour.
- Your child will best placed to transition to high school if they have met the expectations.

#### Resolve why their child has not met the requirement for scholarship

- What do you need to do to ensure your child is at grade level, attending school every day?
- What is holding you back from doing this?
- What can we do to help you get your child to grade level attending school every day?

#### (Re)-inspire parent to understand the outcomes for their child

- Getting your child best placed for a successful high school transition:
  - ensures they get the most from the high school experience
  - ensures they are transitioning at the same levels as their peers
  - helps your child to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow up the next week.

### Practical actions to ensure you child has the opportunity to obtain a scholarship

#### Parent

- Discuss with your child's teacher what the expectation is to obtain a scholarship.
- Discuss with your child the importance of being ready for high school.
- Ensure your child has an up-to-date Student Education Trust.
- Sit with your child in class to assess their needs.
- Have regular conversations with your child's teacher.
- Attend parent-teacher nights.
- Participate in Parenting Program to help develop daily routines.

#### Teacher

- Discuss with parent how to get their child to academic grade level, attending school every day.
- Ensure child has an up-to-date Student Education Trust.
- Discuss with parent what the parent can do at home.

## 9.22 Ensure your child's high school paperwork is complete

### Parents do not ensure their child is ready for high school

#### Remind parent why their child's paperwork needs to be in order for high school

- The child has the opportunity to be selected for their preferred school earlier.
- It is important the child completes and lodges paperwork before the closing date.
- Child and parent identification is necessary to commence enrolment.

#### Resolve how parent can complete high paperwork

- What do you need to do to complete the high school paperwork?
- What is holding you back from this?
- What can we do to support you to ensure your child's paperwork is complete?

#### (Re)-inspire parent to complete high school paperwork on time

- Parents who complete the high school paperwork:
  - ensure their child has secured a place in the high school
  - ensure their child is prepared to transition to high school
  - are encouraged to have their child school ready at an early date.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.
  - Teacher completes the action plan, provides copy to parent and provides handouts to parent.
  - Teacher updates student file with conversation details and parent's committed actions.
  - Teacher does follow-up the next week.

### Practical actions to assist you to complete your child's high school paperwork

#### Parent

- Discuss with your child the importance of completing their high school paperwork.
- Ensure all identification is arranged for your child.
- Explore possibilities of different schools.
- Talk to your child's teacher regularly and get involved in preferred school interviews.
- Ensure your child has up-to-date Student Education Trust.

#### Teacher

- Discuss with parent the importance of attending school every day to reach their potential.
- Discuss with parent ways to be involved in their child's high school interviews.
- Discuss with parent their child's progress and achievements.
- Have regular conversations with the parent to sort out any issues quickly that might hinder the high school application process.

## 9.23 Enrolling your child in high school

### Child is not yet enrolled in high school

#### Remind parent why it is important to enrol their child in high school

- Your child has to be enrolled in high school before the end of the current year.
- Enrolling your child in high school early ensures your child has secured a place.
- Enrolling your child early into high school helps your child mentally prepare for a successful transition.
- Children who regularly attend high school are:
  - familiar with the routines and expectations
  - starting to learn
  - prepared for the demands of the full high school day.

#### Resolve why they have not been able to achieve this

- What do you need to do to successfully enrol your child in high school?
- What is holding you back from doing this?
- How can you ensure your child is ready for high school every day?
- What can we do to support you to ensure your child reaches their full potential?
- How can you get more involved in your child's high school?

#### (Re)-inspire parent to understand the outcomes for their child

- Sending your child to high school:
  - ensures your child can continue with their education
  - sets your child up for success in later life by ensuring they are equipped to make the most of their working careers.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to support child's enrolment in high school

#### Parent

- Discuss high school with your child in a positive way.
- Enrol your child in high school in the current year to ensure they have a place.
- Inform the high school of any health issues so they have up-to-date records and can support your child's health needs.
- Get any medical issues attended to so there are no interruptions to your child starting high school.
- Ensure the child has a Student Education Trust.

#### Teacher

- Have regular conversations with parent to ensure they stay on track:
  - Use the opportunity to discuss the positive of the child's progress, targets and achievements. This will help keep the parents inspired.
  - Use the opportunity to discuss some things they can improve to continually better support the child.

## 9.24 Get your child set for a successful transition to high school

### Parents don't fully understand how to prepare for the transition

#### Remind parent of the challenges of ensuring a successful transition

- A well-prepared child is best placed to make a successful transition.
- A successful transition sets your child up for success at high school.

#### Resolve how parent can ensure their child makes a successful transition

- What do you need to do to get your child set for the transition to high school?
- What is holding you back from doing this?
- What can we do to help you get your child set for this transition?
- What can you do to support your child after they make the transition?

#### (Re)-inspire parent to understand the outcomes for their child

- A successful transition to high school:
  - ensures your child is best prepared for the challenges ahead
  - offers your child a chance to make new friends and transition with their peers
  - develops your child's independence
  - ensures your child has an opportunity to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.
- Teacher does follow-up the next week.

### Practical actions to ensure child makes a successful transition to high school

#### Parent

- Ensure your child's Student Educational Trust is up to date.
- Discuss the upcoming transition with your child in positive terms.
- Visit possible schools and attend open days and interviews with your child.
- Encourage your child to develop healthy routines.

#### Teacher

- Discuss the importance of maintaining a Student Education Trust with the parent.
- Discuss the expectations of high school with the parent.
- Encourage parent to develop healthy home routines for their child.
- Refer parent to additional support, e.g. Parenting Program.

## 9.25 Work with parents to maximise their child being ready for high school

### Child is not ready to transition to high school

#### Remind parent why it is important that their child is ready to go to high school

- Your child is not academically/emotionally ready for high school.
- When a child is ready for high school, they can learn the work and cope with being away from home. Then they stay in school and graduate from high school along with their peers.
- When they are not academically or emotionally ready, they will struggle with the learning and likely fail, and will get into fights with other students.
- We know this will happen because it happens so often to our children when they go away and are not ready for high school.
- The school has an obligation to help get them ready, and has a strategy in place from the time your child starts Year 5 to help them catch up and get ready.
- We need your support to help us get your child ready.
- If the school has run out of time to prepare them and they are too far behind, they will need to repeat.
- Your child may be too far behind and there may not be enough time left to catch them up.
- Your child will improve and be ready if we keep them for another year.
- If the child is behind by more than 12 months and has complex needs, we need to keep them back for another year so we can work with them on their special needs, and find the right high school that can guarantee it can meet their needs.
- That will ensure that they go off to the right school for them, they can succeed when they are there, and they stay there to complete their schooling.

#### Resolve why child is not ready to transition to high school

- What you need to do to help your child get high school ready is:
  - make sure they attend every day
  - sit with your child to observe them learning
  - have regular conversations with your child's teacher about your child's achievements
  - ensure your child has a Student Education Trust and it has an adequate balance.
- We are also making sure we assign additional time to learning so your child gets more time on literacy and numeracy, and our child psychologist will assess if they are at the right emotional level.
- What is holding you back from doing this?
- What can we do to help you get your child to grade level?

#### (Re)-inspire parent to understand the outcomes for their child

- Getting your child set for a successful high school transition:
  - ensures they get the most from the high school experience
  - helps your child to reach their full potential.

#### Make commitments

- Let's agree now on the things you are going to do and complete an action plan.

- Teacher completes the action plan, provides copy to parent and provides handouts to parent.
- Teacher updates student file with conversation details and parent's committed actions.

- Teacher does follow up the next week.

### Practical actions to get your child ready for high school

#### Parent

- Discuss with your child the importance of being ready for high school.
- Ensure your child has an up-to-date Student Education Trust.
- Sit with your child in class to observe their learning needs.
- Have regular conversations with your child's teachers.
- Attend parent-teacher nights.
- Participate in Parenting Program to help develop daily routines.

#### Teacher

- Discuss with parent how to get their child to academic grade level.
- Help make sure the child has an up-to-date Student Education Trust.
- Discuss with parent what the parent can do at home.
- Encourage parent to have conversations around high school.
- Inform parent of ways they can get involved in the school and their child's education.
- Refer parent to additional support, e.g. Parenting Program.

#### Handouts

- Preparing your child for high school
- A flying start for Queensland children
- Student Education Trust information brochure
- Retention policy