



## INFRASONIC INC

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### Parent-Teacher Meeting (PTM) Guidelines for Infrasonic School of Music

**Dear Parents, Students & Teachers,**

At Infrasonic School of Music, we deeply value the partnership between our educators and the families of our students. Parent-teacher meetings (PTMs) are a cornerstone of this collaboration, offering a platform for meaningful dialogue about each student's journey. To ensure these meetings are as effective and impactful as possible, please follow the guidelines below for both online and offline sessions:

#### **1. Scheduling:**

**Initial Meeting:** Conduct the first PTM for every new student in their 2nd or 3rd session with their parents.

**Monthly Meetings:** Schedule PTMs during the first class of each month.

**Time Allocation:** Allocate the last 10 minutes of the class for the PTM.

#### **2. Preparation:**

**Review Performance:** Prior to the PTM, review each student's performance, behaviour, and any relevant information.

**Gather Examples:** Prepare specific examples and anecdotes to highlight students' strengths, areas for improvement, and overall progress.

#### **3. Agenda:**

A typical PTM agenda includes:

##### **Introduction and Welcome**

**Performance Review:** Discuss the student's strengths and areas for improvement.

**Lesson Highlights:** Recap topics and lessons taught over the past month.

**Development Discussion:** Talk about the student's social and emotional growth.

**Goal-Setting:** Set goals and action plans for the upcoming month.

**Q&A Session:** Provide an opportunity for parents to ask questions and share their concerns.

#### **4. Communication Style:**

**Professional and Empathetic:** Maintain a professional yet empathetic tone throughout the PTM.

**Positive Framing: Use the Sandwich approach**—present areas for improvement in a positive context.

**Active Listening:** Listen attentively to parents' insights and concerns, acknowledging their experiences and perspectives.

#### **5. Follow-Up:**

**Post-Meeting Communication:** Follow up with parents to provide any additional information or support as needed.

**Documentation:** Document key points discussed and any agreed-upon action plans for future reference.

By adhering to these guidelines, we can ensure that PTMs are productive, collaborative, and supportive of our students' holistic development. Thank you for your dedication to building strong relationships with our students' families and for your unwavering commitment to their success.

**Thank You**