

Prepare for a conversation

Use this worksheet to organise what you have noticed, what has already been discussed and the questions you would like to ask, so you can prepare for a constructive conversation with educators. It does not assess what happened or determine responsibility.

What has been happening?

What has your child told you, in their own words?

What have you noticed directly?

When did this happen?

Where did this happen?

Is this one event or a pattern? What have you noticed?

How has your child been affected?

What changes have you noticed?

How is this affecting your child?

What would your child like to happen, and what would they like you to do?

What has already happened?

Who have you spoken with?

What has been discussed?

What support has already been tried?

What was agreed?

What actions or next steps were agreed?

Was a date agreed for an update or review?

Preparing for a conversation

What would you like to understand better?

What questions would you like to ask?

This worksheet was developed by We Are Standly with reference to current parent guidance from the NSW Department of Education. Standly has independently organised the questions to support preparation for conversations with educators.

View the original guidance at education.nsw.gov.au