

Parent-Teacher Meeting Guide

Before the Meeting

Prepare

- Individual notes per learner: strengths, progress, specific concerns, and 1-2 examples
- Points common to all parents (exams, punctuality, salah, etc)
- A suggested solution or next step for each concern
- Review any past notes or earlier conversations with that family

Bring

- Notepad/book and pens
- Sign-in sheet
- Learner's work samples, marks, or reports (evidence builds trust)

Set the space

- Chairs / desks arranged as preferred ensuring it is a private spot where other parents can't overhear
- Time check: keep each slot to 10-15 minutes

Your mindset

- Pray 2 Nafl, read the dua رب اشرح لي
- A big, genuine smile

During the Meeting

1. Welcome (1 min)

Greet warmly with salaam, brief pleasantries, invite them to sit, and have them sign in.

2. Listen first

- "How is [learner] doing at home?"
- "What are your concerns or hopes for them?"
- Nod, maintain eye contact, and jot down key points. Don't interrupt or defend.
- Say: *"JazakAllah for sharing that with me."*

3. The Burger Approach

- **Top bun: something genuine and positive.** Every learner has something: a quality, an effort, a small improvement. Be specific ("She helps classmates without being asked") rather than general ("He's a good boy").
- **Filling: concerns, yours and the parent's.** Speak with care, not frustration. Describe behavior and facts, not character. Avoid labels ("lazy", "naughty", "weak") and ask yourself: *how would I feel hearing this about my own child?*

- **Bottom bun: solutions and hope.** Agree on 1-3 realistic steps for school and for home, such as *“listen daily to Surahs”*. Finish with encouragement and hope.

4. Be solution-oriented

Never raise a concern without offering a way forward. Frame it as teamwork: *“Together, I’m confident we can help him.”*

5. Closing

- Summarise the agreed actions
- Thank the parent for their time and partnership
- Make dua for the learner and the parent, aloud. Ask for their dua in return
- Agree how you’ll stay in touch (message, call, follow-up meeting)
- Leave them with hope and a smile

After the Meeting

- Write up notes while it’s fresh
- Follow up on agreed actions within 1-2 weeks
- Share a positive update soon after, so contact isn’t only about problems

Helpful Phrases

- *“JazakAllah for coming, it means a lot to me and the learner.”*
- *“I’ve noticed... and I’d love your insight on this.”*
- *“What I’d like us to try is...”*
- *“What works well for him at home?”*
- *“I’m here to support you and [learner] together.”*

Things to Avoid

- Comparing the learner to siblings or classmates
- Discussing other learners
- Surprising parents with serious issues they’ve never heard of before
- Rushing, checking the time, or looking at your phone
- Promising outcomes you can’t guarantee

If It Gets Difficult

- Stay calm and lower your tone
- Acknowledge feelings first: *“I can see this worries you, and I understand.”*
- If emotions run high, suggest a follow-up meeting or involve a senior

EXAMPLE OF PARENT-TEACHER MEETING REPORT

Name:	Grade:	Teacher:	Date:
Qur'aan:	• Very enthusiastic to learn but does not learn on her own/at home. • Use Part 2 link / google classroom, ask an adult to test daily		
Surahs:	• Good memorization, mashaAllah, letter mistakes are marked in kitab. • Tajweed requires improvement in revision surahs, listen to surahs in the car, at home, this will also help siblings		
Duas:	Good memorization, mashaAllah		
Other Subjects:	Good, mashaAllah		
Wudhu/Salah:	• Hair uncovered in the front, needs a tighter burqa or a pin. • Concentration requires improvement. • Sajdah position – nose is not firmly on the ground		
Attendance/Punctuality	Late often thereby missing important revision which hampers progress		
Akhlaaq/Behaviour	Good, mashaAllah. Always cheerful and enthusiastic.		
Notes/Solutions:	• Make use of learning audios to assist with Surahs, Duas, Part 2, 99 names of Allah. • Spend at least 10 mins daily and 30mins-1 hour during the weekend on Duas and Surahs with supervision.		
Goals	• Complete Part 2 by end of term • Correct marked mistakes in Surahs • Perform at least 4 Salahs on time daily		

GENERAL POINTS:

- Salaah- encourage and let them pray with you at home daily.
- If a time is set for daily learning at home – perhaps after Maghrib / after Isha – the this will ensure that everyone keeps to this and daily learning will take place InshaAllah
- Communicate ahead of time of any planned late arrival to Madrasah or absenteeism
- When targets/goals are met, we will encourage them but an encouragement such as a gift or such from parents, will also assist them in working harder towards their goals.