

# Parent/Teacher Communication Methods and Methodology

## Good Methods:

Impromptu and Informal Conversations:

- Pros: Easily accomplished  
Great for quick passing of information  
Allows for on-going contact
- Cons: Often limited in time and focus on part of teacher  
May be difficult to retain or remember specific information  
Difficulty in arranging more confidential environment  
Can interfere with another activity or event

Impromptu Formal Conversations:

- Pros: Allows for convenient response time
- Cons: May not allow either party to be as prepared as needed to be most effective

E-mails:

- Pros: Quick way to inform either party of concern  
Useful in arranging another method of communication  
Convenient use and access for both parties
- Cons: Nuances lost in translation which may detract from or confuse the real issue  
Inhibits interaction that may also inhibit effective communication  
Teachers check email less often and may not be able to respond.

Voicemail:

- Pros: Quick way to inform either party of concern  
Useful in arranging another method of communication  
Convenient use and access for both parties
- Cons: Nuances lost in translation which may detract from or confuse the real issue  
Inhibits interaction that may also inhibit effective communication  
Teachers check email less often and may not be able to respond

## Better Methods:

Newsletters:

Pros: Information prepared in advance and vetted  
Always available after posting for reference  
Easily accessed

Cons: Does not contain ALL information parents may want or need  
Level specific so does not apply to all siblings

#### Parental notes:

Pros: Information prepared in advance and vetted  
Available for reference by teacher  
Meets legal standard for responding or following wishes

Cons: Can be lost or misplaced

#### Telephone conversations:

Pros: Convenient and in person  
Allows for interactive communication and clarification

Cons: Arranging time and connecting can be a challenge  
(Teachers not readily available during the day)

## **Best Methods:**

#### Parent/Teacher Conferences

Pros: Both parties are prepared and focused  
Time is convenient for both parties  
Face to Face best way to facilitate communication

Cons: May need some accommodating to arrive at appropriate time

#### Formal Reports:

Pros: Testing and/or counseling assessments can be used to direct teaching and learning  
Information is easily retained and can be referred to as often as needed  
Creates effective documentation for determining course of action for future needs of the student.

Cons: Can be difficult to obtain