

# Parent Teacher Meetings

## Introduction



**The worksheets in this chapter are based on the following areas:**

- education in Ireland,
- words within words,
- word building,
- reading school reports,
- writing notes,
- preparing for parent teacher meetings and
- understanding guidelines.

**For help with the worksheets, you can:**

- call the NALA Freephone support line at 1800 20 20 65 on Monday to Friday between 10am and 4pm, or
- check out the Really Useful Guide to Words and Numbers Web site on [www.rug.ie](http://www.rug.ie)

# Reading: education in Ireland

## Education in Ireland

Have you ever wondered how the Irish Education system works? If so, here's a short guide to Irish education. The first thing to know is that under the Irish Constitution, agreed in 1937, everyone up to the age of 18 has a right to education!

Education in Ireland is compulsory up to the age of sixteen. This means that all children between the ages of six and sixteen must attend school.

Education in Ireland is free. In other words, the government pays for everyone's education. So unless you decide to send your child to a private school, education is free. Of course, you still have to pay for books and clothes and all the other things a school-going child needs!

The Irish education system is divided into three levels, all run by the Department of Education and Science. Children usually start Primary School at the age of five and leave at 6th class, at around the age of 12.

At second level, children spend five to six years in school and can take the Junior Certificate and Leaving Certificate examinations. Finally there is third level, where people study for certificates, diplomas and degrees.

Whatever area of education you wish to pursue for yourself or for your child, it is important to find out as much as possible about the choices that are available. Attending Parent Teacher Meetings is an important part of learning about and making choices about your child's education.

# Reading: education in Ireland

Answer the following questions.

The first one is done for you.

1. At what age does a child usually start primary school?
  - a. 5
  - b. 7
  - c. 8
  
2. At what age does a child usually leave primary school?
  - a. 12
  - b. 10
  - c. 8
  
3. At what age can children leave school?
  - a. 12
  - b. 16
  - c. 18
  
4. At which stage of the Irish education system do the State examinations of Junior and Leaving Certificate take place?
  - a. Primary level
  - b. Second level
  - c. Third level
  
5. Which Government Department is responsible for Education?
  - a. The Department of Finance
  - b. The Department of Education and Science
  - c. The Department of Social and Family Affairs

# Spelling: words within words

**Many words have other words within them.** For example, you can see the word 'child' within the word 'children', and the word 'exam' in 'examination'.

**Look at the list of words below, and write out smaller words you can see in them.**

TIP: The answers are at the back of the workbook.

**The first one is done for you.**

1. wondered    on, won, red, wonder
2. sixteen      \_\_\_\_\_
3. clothes      \_\_\_\_\_
4. usually      \_\_\_\_\_
5. second      \_\_\_\_\_
6. department    \_\_\_\_\_
7. teacher      \_\_\_\_\_
8. information    \_\_\_\_\_



# Reading: school reports

## St. Mel's School, Glenbeigh, Co. Kerry

### Second Year Christmas Examination Report 2005

**Student Name:** Claire Dunne

**CLASS:** 5B

Number of days absent: 1

#### Results

Subject	Mark	Grade	Comment
Irish (L)	45	E	Can do much better
English (H)	75	B	Good student - works well
Maths (L)	62	C	Good student works well
Spanish (H)	61	C	Trying Hard
History (H)	76	B	Good worker
Biology (H)	68	C	Good student works well
Economics (L)	54	D	Trying hard but very weak

**Comments:** Claire is doing her best. However she is struggling with Economics.

Signed: *Mary Ryan*  
Principal

# Reading: school reports

Answer the questions below based on the school report on page 112.

1. In which class is Claire?

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2. What is the name of Claire's teacher?

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3. How many days was Claire absent from school?

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4. What was Claire's mark in English?

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5. What was Claire's mark in Maths?

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6. What was the teacher's comment about Claire's English?

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7. What was the teacher's comment about Claire's Economics?

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# Writing: notes

When preparing for parent teacher meetings, it's a good idea to make some notes. You might also write a note to

- remind yourself of something that you need to do;
- record a telephone message;
- give a message to a teacher;
- say thank you when you have received a gift.

Notes don't have to be written in any particular way, but here's a short checklist you can use to check your note.

- Is it clear who the note is for?
- Have I given the message accurately?
- Did I put a date and time on it?
- Did I sign my name?
- Is the tone ok – friendly, serious, neutral?

If you can answer yes to these questions, then your note should make sense to the reader.

# Writing: notes

Here is an example of a note to a teacher.

*1st June 2006*

*Dear Ms Ryan,*

*Claire was not in school yesterday as she had a toothache.*  
*Please excuse her absence.*

*Mavis Dunne*

Imagine you have a son, Patrick, who couldn't do his homework last night because he felt sick.

**See if you can fill in the blanks in the note to his teacher, Mr. Fitzgerald, explaining what happened. Use the note above to help you.**

\_\_\_\_\_

Dear \_\_\_\_\_ ,

\_\_\_\_\_ could not \_\_\_\_\_ his \_\_\_\_\_ last night \_\_\_\_\_

he was \_\_\_\_\_. He will \_\_\_\_\_ \_\_\_\_\_ tonight.

\_\_\_\_\_

# Speaking: preparing for parent teacher meetings

Schools hold regular Parent Teacher Meetings during the year. This is a chance for parents to talk to their child's teacher to find out how they are doing. It is also a chance for you to find out how you can help your children more. But before you go to a Parent Teacher Meeting, there are a couple of things you should do first:

- Check your child's last school report – is there anything you need to follow up?
- Find out the names of your child's teachers.
- Ask your child if they're having any problems in school.
- Prepare a list of questions, noting down what you want to ask, and who you want to talk to.
- Make sure you allow plenty of time for the meeting. You may have to wait to talk to some teachers.
- Take a notepad with you and make notes.

**If you have children in school, try to answer the following questions:**

1. How many teachers does your child have?

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2. How many children are in your child's class or classes?

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3. What are your child's strongest and weakest subjects?

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4. How often does your child's school hold parent teacher meetings?

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# Word puzzle

See if you can find these words made up from the letters in the word:

## LEARNING

TIP: The number after the clue tells you how many letters are in the answer.

1. Part of the body (3) ear
2. The number after eight (4) \_\_\_\_\_
3. Close-by (4) \_\_\_\_\_
4. A strong wind (4) \_\_\_\_\_
5. You wear it on your finger (4) \_\_\_\_\_
6. To get money for work (4) \_\_\_\_\_
7. To get knowledge (5) \_\_\_\_\_