



PARENT-TEACHER MEETING GUIDE

For Your Child with ADHD

A practical guide to help you prepare, communicate with confidence, and build a strong partnership with your child's school.



OUR GOAL

To work together to understand your child's strengths and challenges, create supportive strategies that work, and help them thrive – at school and beyond.



Build stronger communication



Share what works (and what doesn't)




Co-create strategies and supports



Support your child's growth and wellbeing



Working together, we can help your child thrive. 

KEY QUESTIONS TO ASK

Asking the right questions helps you gain a clear understanding and build a strong partnership.



-  How does my child's attention and focus present in the classroom?
-  What strengths and positive qualities do you see in my child?
-  What strategies and accommodations have been used to support my child at school?
-  Which supports or approaches have been most helpful, and which seem less effective?
-  What challenges are currently impacting learning, participation or organisation?
-  How can we support social relationships with peers and teachers?
-  What can we do at home to reinforce and supplement the support provided at school?



TIP:

Ask open-ended questions and listen for specific examples. This helps you understand the full picture.

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WHAT TO LOOK FOR IN SCHOOL RESPONSES



Listen for specific information, a willingness to collaborate, and a focus on solutions.



1 Specific examples and observations

Look for concrete examples, not general statements like “he’s fine” or “she doesn’t try”.

Specifics help you understand what’s really happening.



2 Data and progress tracking

Ask how progress is measured and how data is used to guide instruction and support.

You want to see progress over time, not just behaviour in the moment.



3 Use of ADHD-friendly strategies and accommodations

Find out which strategies and supports are already in place (e.g. routines, visual supports, movement breaks, seating, chunking tasks).



4 Willingness to adjust and collaborate

A good team is open to trying new approaches, reviewing what’s working, and making adjustments together.



5 Focus on strengths as well as challenges

Every child has strengths, interests and unique talents. It is essential that **school and family work collaboratively to find meaningful opportunities for your child to succeed and shine.**

This might be in sport, art, drama, music, leadership, creativity, technology or other areas where they excel.



Remember: we are on the same team.

School and family are partners working together for your child. Let’s find positive, practical ways to support learning, wellbeing and **success—together.**



RED FLAGS

These signs mean the school may need to change the way they are supporting your child.

Seek a better way to work together.



“He’s just not trying” or “She’s not living up to potential”

This usually overlooks the impact of ADHD.



No strategies in place, or unwillingness to try

Your child needs support, not just expectations.



Focusing on behaviour rather than understanding the underlying frustration.

Behaviour is a response to frustration.

Understanding the why helps us respond, not react.



Comparisons to other children

Every child is different. Focus on your child’s progress.



Lack of follow-up or clear plan

A meeting without action doesn’t help your child.



Trust your instincts.

If something doesn’t feel right, ask for clarification and propose next steps.



TIP:

Look for patterns, not just one-off incidents.
Consistency across settings helps build the full picture.



STRENGTHS TO BUILD ON



Every child has unique strengths, interests and ways of learning. When schools and families focus on what is working well, children are more likely to build confidence, motivation and a positive sense of self.



Creative and original thinking

Creative thinking can help children notice ideas and solutions others may overlook.



Deep interests and passion

When engaged and supported, children can show incredible focus, curiosity and persistence.



Resilience and adaptability

Many children develop strong problem-solving and coping skills through navigating challenges.



Honesty and authenticity

Direct communication, honesty and strong emotional insight can be important strengths.



Strong sense of fairness

A strong sense of justice and fairness is often deeply important.



Remember

The school and family are on the same team. Finding positive ways to work together helps children feel supported, understood and capable.



Tip

Notice and name what's working. Small moments of success build lasting confidence.





NOTES FOR THE MEETING

Use this space to capture key points, questions and next steps from your parent-teacher meeting.



Date: _____



Time: _____



Attendees: _____



KEY DISCUSSION POINTS

- _____
- _____
- _____
- _____
- _____
- _____
- _____



QUESTIONS

- _____
- _____
- _____
- _____
- _____
- _____
- _____



GOALS AND PRIORITIES

- 1 _____
- 2 _____
- 3 _____



STRATEGIES AND SUPPORTS DISCUSSED

- _____
- _____
- _____
- _____
- _____



AGREED NEXT STEPS

- _____
- _____
- _____
- _____



WHO IS RESPONSIBLE? AND BY WHEN?

- | | |
|---------|----------------|
| • _____ | ____/____/____ |
| • _____ | ____/____/____ |
| • _____ | ____/____/____ |
| • _____ | ____/____/____ |

ADDITIONAL NOTES



