TEACHER’S GUIDE ON WAYS TO COMMUNICATE EFFECTIVELY TO PARENTS/GUARDIANS

by:
Hilda M. Lazarte
Teacher III F.C. Del Rosario Elementary School

It is a duty for teachers to communicate with the parents or guardians of their students. As an African proverb said, “It takes a village to raise a child.” In our goal to educate and affect the lives of our children, they have their parents or guardians who care for their well-being and worry about their education. If you fail to inform a parent or a guardian with the development of their child in school, you are failing to have a bridge of communication that is important to a child’s life. Teachers and parents or guardians must work hand in hand to assure the progress of the children in their education.

There is a certain and effective way to have a better communication with parents or guardians, and that is to make use of forms and notes that you will send to them periodically, so that they will be informed of the performance of their child in school. Examples of forms and notes might include;

- Notification of failed assignments
- Quick notes to say a child did something good today
- Parent communication log that is filled out each time you communicate with a student’s parent/guardian.
- Classroom newsletter asking a parent to come and help in the classroom

Take an outmost advantage of Parent-Teacher Conferences. It is not just the time to inform them about the performance of their child but also it is the time where parents or guardians can have the opportunity to ask some important questions. Make sure that you will have time to accommodate those parents who approach you for some concerns.
Although, this is hard, because of the works of a teacher, it is the way to make parents or guardians to feel at ease and secured with trusting you with their children. If for example, it is really not possible for the teacher and the parents or guardians to talk about their concerns during Parent-Teacher Conferences, the teacher should provide a better time for them to talk, a time where you can give attention to their concerns.

Anyways, since most of the parents or guardians nowadays have an access to a gadget and some have an access to the internet, you can exert an effort to send personal message to them through email, Facebook Messenger, or text messages, or you can even call them using your mobile phone to inform them about your concerns or ask for their concerns. At the beginning of the school year, make it a habit to ask for their personal mobile number and email address to do so. You can also update them through these technology about the progress of their child periodically or as often as possible.

Parents or guardians tend to feel uneasy to contact teachers first because maybe they are too busy with their works or they are not comfortable with it. Hence, it must start with you to break down that wall. You can also try telling them that they are free to visit your class to check on their child or even observe what is happening in your class.

The keys to communicating effectively with parents/guardians are to;

- Do it often. Make it a habit of communicating with the parents or guardians about their children.
- Be honest. Inform them if their child is having behavioral problems or difficulty in studying.
- Stay organized. Make sure that the needed information about their child is ready at hand to make them feel that you are really interested with their child.

References:

https://www.readingrockets.org/article/building-parent-teacher-relationships