

### TLCs process:

First you will receive an invitation letter asking you to select a convenient day and time slot for you and your child to meet with their teacher. Teachers will then allocate time slots taking siblings and requested time slots into consideration (as far as possible).

When you arrive at your child's classroom at the time given, you will be able to look at your child's books and their learning environment. This gives you and your child the opportunity to share and celebrate their efforts and all their learning. In Reception and Key Stage 1 the class TA will be present and able to assist with discussions. This is also an opportunity for you to comment on your child's Topic Report of the foundation subjects in their Learning Journey book (Term 2 onwards).

After this, you will be invited into the adjacent classroom by your child's class teacher for your TLC appointment. Your child will bring their Writing Journey and Maths books to the appointment with them. During the time with your child and their teacher you will discuss specific learning, already highlighted by your child with post-it notes, and discuss and agree next steps to support your child's progression. This agreement builds a support network around your child so all parties know the targets and strategies to meet them.

In the next TLC the targets will be reviewed.

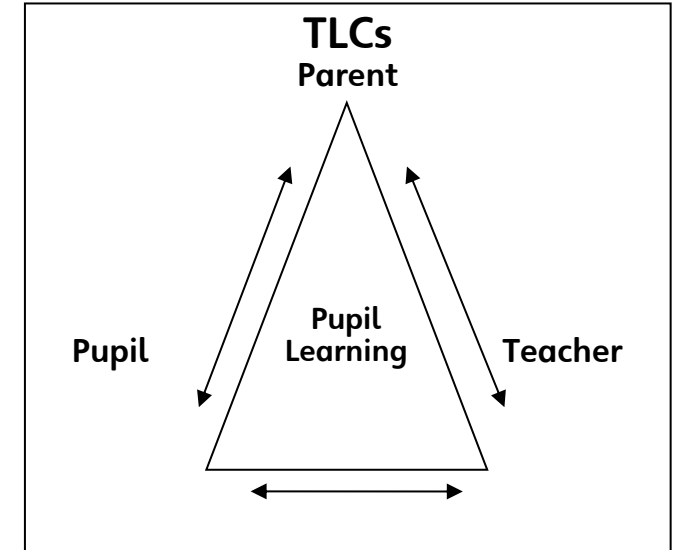
### Parents / Carers

You form part of a three-way discussion called TLC.

- The more involved you are with your child in discussing their learning and how they are doing, the more supported and encouraged they will feel to progress their learning.
- Don't worry about subject knowledge; you don't need to know the subjects that your child is learning.
- This discussion is about celebrating and discussing some of the *processes* of learning like:
  - motivation,
  - having a go,
  - trial and error,
  - reflecting,
  - feedback,
- You will also be involved in discussing the following:
  - planning next steps
  - targets and goals.

### Pupils

Your child's learning will not only be the focus of the discussion but they will also be expected to contribute to the TLC, at a level appropriate to their age and understanding, by explaining their thoughts and feelings upon their progress. They may share their successes and their difficulties. This process will help in giving your child real ownership of their learning.



### Why TLCs?

The Government, Ofsted and leading educators are now emphasising the need for more personalised approaches to learning. The Learning Conference is one of our key strategies in putting more emphasis upon you and your child's involvement in the conversation about their learning. This gives your child more involvement, participation and awareness in their own learning journey, which is seen as being at the heart of personalised learning.

### **But what do I say, what do I do?**

Finding out - ask questions like:

**“Tell me how you did that?”**

**“What have you liked about this most?”**

**“Can you explain this?”**

Use praise genuinely and linked to themes being discussed like:

**“I think you have worked really well on your writing”** and, **“That’s a great effort at getting your sums right”**

How can you help and support?

**“What can we do (together) to help you more?”**

Remember to show that you are listening when your child is speaking.

### **Teachers**

Your child’s Teacher will form the final part of TLC.

Their role will be to help you and your child keep your discussion on track around their learning, as well as to inform, advise and support both of you in this process.

### **Frequently Asked Questions**

#### **Do I need to attend TLCs?**

Yes please. Our experience and feedback shows that the more parents/carers are involved in and understand how well their children are doing, the better they do!

#### **What if I miss a TLC?**

In cases of emergency, every effort will be made by the school to re-arrange it, subject to good use of teacher time.

#### **What if I want to speak to the teacher on my own?**

A TLC is to focus on your child’s learning and everything to be discussed needs to be shared with your child. The school’s open door policy allows for any other issues to be discussed as they arise.

#### **My child has special needs; will this be different for him/her?**

It shouldn’t be. TLCs comply with AEN regulations. However, if other professionals are involved, additional appointments can be arranged.

## **West Borough Primary School**

### **The Learning Conference**

### **Guidance for the role of Parents/Carers**



**WEST BOROUGH**  
PRIMARY SCHOOL