



Parent-Teacher Meeting Guidelines



Hello, 25Hoon English Teachers!

We're excited to announce a new initiative: Parent-Teacher Meetings, starting soon for long-term students enrolled in our 6-month and 12-month regular packages.

What Is This Program About?

This program gives teachers and parents the chance to connect every three months to talk about the student's learning journey — what's going well, what needs attention, and what goals we're working toward together.

The purpose is to:

- Improve communication between teachers and parents;
- Share insights and progress updates;
- Make sure everyone is aligned in supporting the student's growth.

It also gives parents a chance to share their expectations and feedback directly.

Why Is It Important?

- To help assess each student's performance and participation;
- To strengthen relationships between teachers and parents;
- To improve satisfaction and encourage class renewals.

Advantages to Teachers

- The renewal rate of regular students increases, leading to greater booking stability.
- It helps improve regular students' class participation.
- As the renewal rate increases, the booking record improves, which greatly increases the chances of getting new regular students, resulting in higher income.

How Will It Work?

1. Notification:

You'll receive a message from the TS Team about which of your students are due for a Parent-Teacher Meeting.

2. Preparation:

A Parent Meeting Preparation Form will be provided to help you plan your talking points and reflect on the student's progress.

You can find the template in your Progress Sheet folder titled "TEACHER MEETING TEMPLATE."

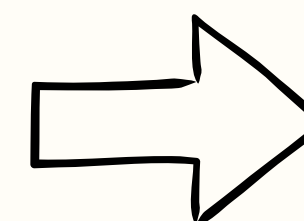
Type	People	Modified	Source
Name ↑			
+	B6725 (10/27/2025)	👤	
+	B8919 (9/30/2025)	👤	
+	H605 (10/20/2025)	👤	
+	H267 (10/20/2025)	👤	
+	B0528 (10/2/2025)	👤	
+	H7880 (10/8/2025)	👤	
+	TEACHER MEETING TEMPLATE	👤	

Please make a copy for each student as needed and rename it using this format:

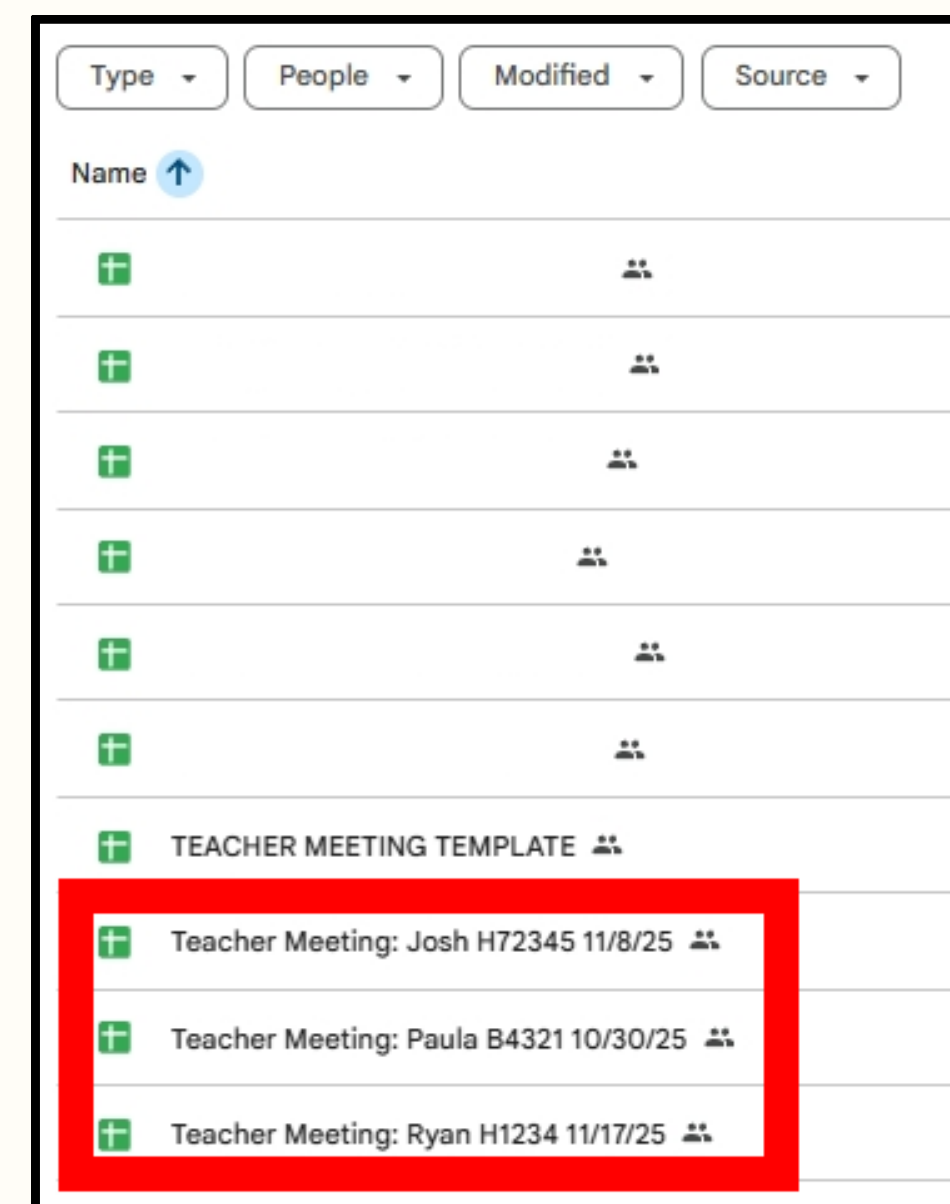
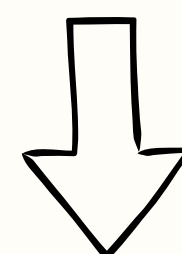
Teacher Meeting: [Student Name + Booking Number + Meeting Date]

Examples:

- Teacher Meeting: Ryan H1234 11/17/25
- Teacher Meeting: Paula B4321 10/30/25
- Teacher Meeting: Josh H72345 11/8/25

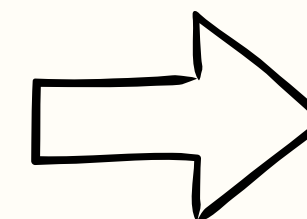


NOTE: There is also a sample tab in the template sheet where you can base your inputs.

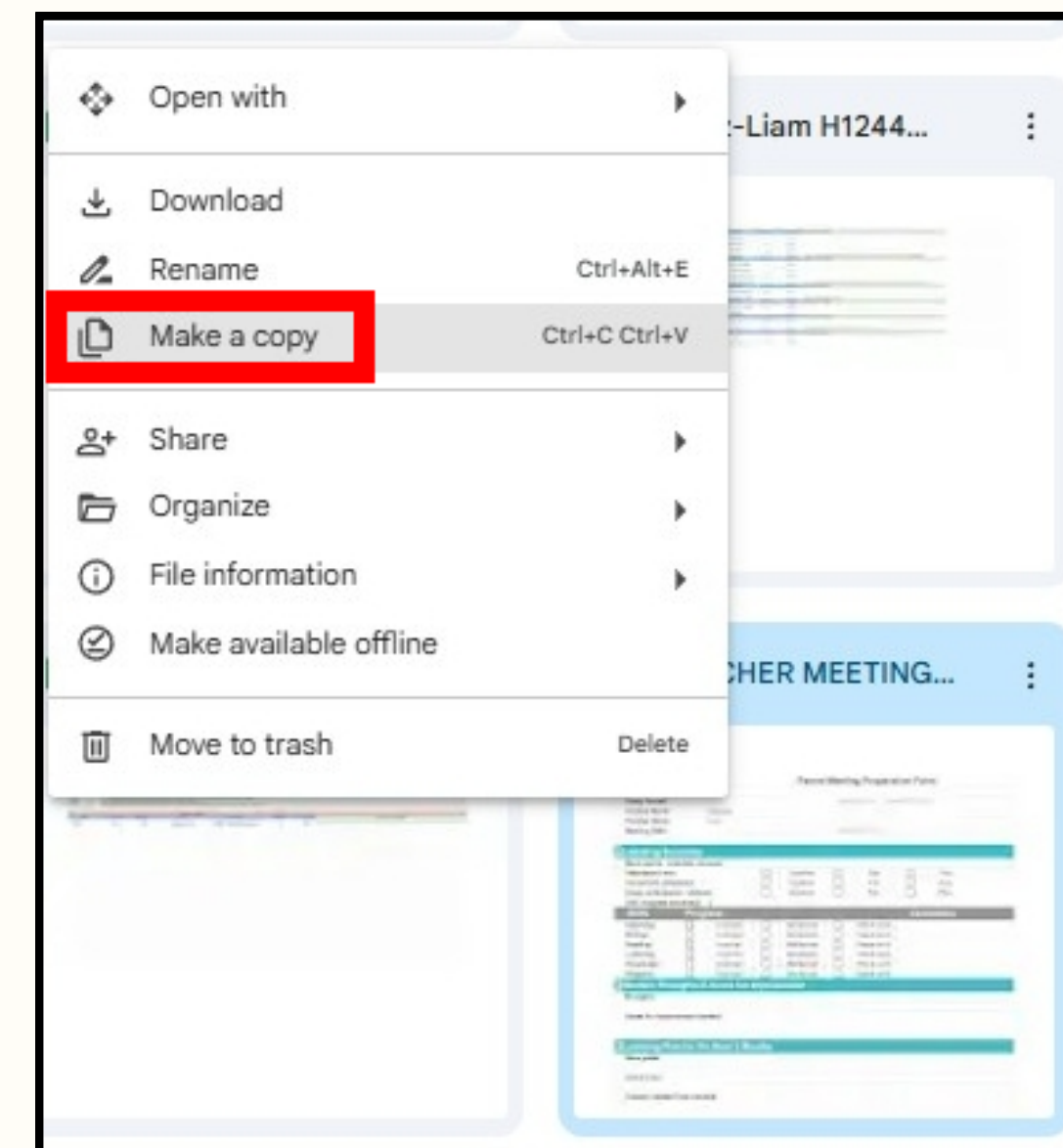
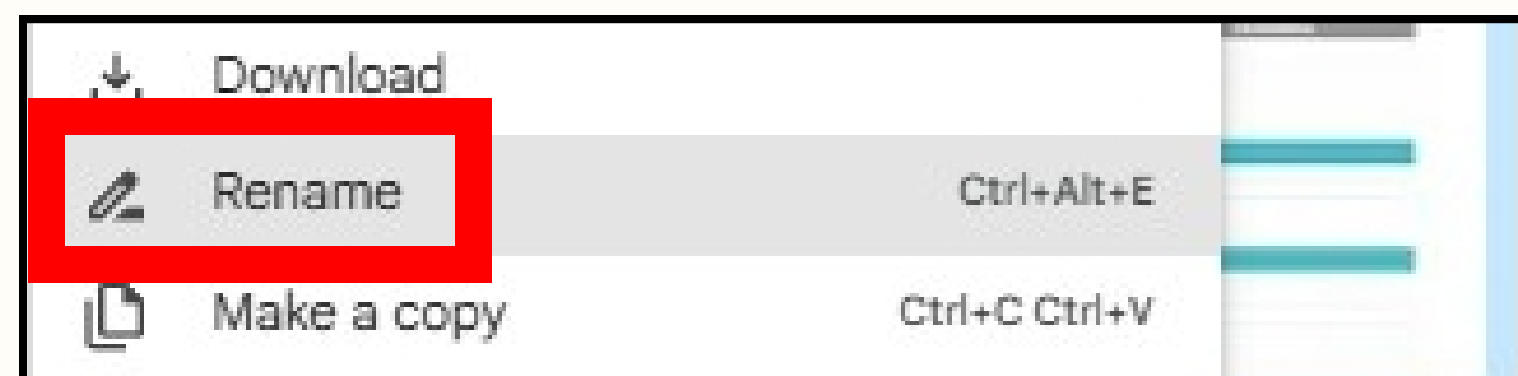
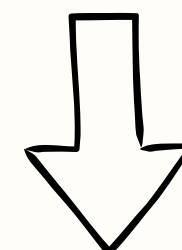


How to make a copy and rename?

Just right-click on the Template file and click "Make copy".



Then, on the copy, please right-click and rename it according to the format in the previous slide.



3. Scheduling:

Meetings will take place during the student's regular class time (up to 25 minutes).

These will count as completed classes and are paid as usual.

4. Support:

If needed, a member of the SS Team can join the meeting to help with translation or communication.

Why This Matters

These meetings help teachers and our team better understand parents' perspectives — including reasons why they may or may not renew packages — and open the door for more open conversations moving forward.

Thank you for your cooperation!

If you have any questions or clarifications, feel free to reach out.

TS Team



2025