Conversation Planner

Identify the topic (i.e. is it a query, concern or sharing of information). What information do you need or wish to share?	What do you need to talk about?

Plan the way forward

Decide who you should speak with in the school: • Class teacher or subject teacher • Pastoral Care/Wellbeing staff member • School Counsellor.	Who is the best person/s to speak with? Who else needs to be a part of the conversation?

Resolution achieved —— **Yes** ——▶ Strengthen relationship

No

Decide who you should speak with: • Subject coordinator • Year level coordinator • Special education coordinator • Assistant/Deputy Principal • Principal.	Who is the best person/s to speak with?

Resolution achieved —— **Yes** ——▶ Strengthen relationship

No

Identify where to get additional information: • Positive Partnerships website • Education Sector website • School policies.	Who is the best person/s to speak with?

Resolution achieved —— **Yes** ——▶ Strengthen relationship

No

Consider speaking to district, regional or diocesan staff.	Who is the best person/s to speak with? Maintain positive relationship

Resolution achieved ——————▶ Strengthen relationship

Plan a time for review and next steps