

Atfal Parent/Teacher Meeting Sample Agenda

Activity: Parent Teacher Meeting

Team: Nazim Atfal, Murrabi Atfal and Qaid Majlis

Purpose: To have a two way communication between parents, Nazim Atfal and Murrabi Atfal. Partnering with parents is critical in implementing the National Atfal syllabus. This is only possible when there is a strong communication link between Nazim Atfal, Murabbi Atfal and the parents.

Overview: In this session, share with parents the national Atfal plan and initiatives, Quarterly Atfal Activity report, get feedback from the parents and discuss with them the status of their child.

Program and Sample Agenda

First Session: Collective meeting

- Communicate to parents the following:
 - National Plan – Goals, initiatives, Calendar of Events
 - Overview of 12 departments
 - Calendar of Events
 - All Majalis should:
 - Hold at least 2 monthly Taleem-o-Tarbiyat classes which should include organized Sports and Waqar-e-Amal activity
 - Form Atfal Amila and hold at least one Amila meeting per month
 - Achieve 100% Collection/Participation for (Chanda Aam, Ijtema and Waqf-e-Jadid)
 - Have accurate Tajneed (properly reconciled with the Jamaat Tajneed)
 - Hold Quarterly Parent Teacher Meeting
 - Participate in Khidmat-e-Khalq activities like (Food Drives, Humanity First Activities, Flier Distribution, etc)
 - Local Implementation Status
 - Quarterly Activity report (in light of the national plan)
 - # of Atfal classes held
 - Atfal Participation status
 - Challenges faced by the local Majlis
 - Challenges and how parents can help
 - Bring Atfal to the classes and stay with them
 - Work with Atfal at home and during the classes
- Q/A Session
 - Listen to the concerns of the parents

Second Session: Individual meeting with the parents

(Atfal individual report should be kept confidential and discussed with their parents only)

- Fill out & Discuss the “Atfal Report Card” with parents.
- Tifl’s attendance status
- Tifl’s performance
- Tifl’s strengths and weaknesses