

Curriculum Framework on Parent Education (Kindergarten)

Parents' Communication Skills in Home-school Co-operation

Instructor Guide

1. Objectives of the Session:

By the end of the session, participants should be able to:

- a. Understand the significance of home-school co-operation, roles of school and parents in home-school co-operation, and the definition and purposes of “communication”, etc.;
- b. Grasp effective communication skills in home-school co-operation; and
- c. Have enhanced interest in participating in the work and activities of home-school co-operation.

2. Procedure (90 minutes in total)

Section	PPT Page No.	Time	Objective	Content	Resources
1	Introduction Slides 2-5	10 mins	Allow participants to understand the significance of home-school co-operation	<ul style="list-style-type: none"> • Instructor elaborates the significance of home-school co-operation through inviting the participants to review their home-school co-operation experiences and introducing the different stakeholders in home-school co-operation. 	PPT slides, Notes for parents
2	Core input 1 Slides 6-12	10 mins	Allow participants to understand the roles of school and parents in home-school co-operation	<ul style="list-style-type: none"> • Instructor explains the roles of the school and parents in home-school co-operation. 	PPT slides, Notes for parents

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3	Core input 2 Slides 13-22	25 mins	Allow participants to grasp effective communication skills with school in home-school co-operation	<ul style="list-style-type: none"> • Instructor presents the definition of “communication”, psychological status in communication, the purposes of home-school communication, as well as its principles and the Dos and Don’ts. • Instructor introduces the tips on how parents can establish a good relationship with the school 	PPT slides, Notes for parents
4	Group activity: Case analysis Slides 23-28	20 mins	Allow participants to analyse two school cases - Cases 1 and 2	<ul style="list-style-type: none"> • Instructor puts participants in groups to discuss two cases relating to in home-school co-operation. • Instructor gives feedback and guidance on the views shared by participants. 	PPT slides, Notes for parents, worksheet for parents
5	Group activity: Role play Slides 29-30	15 mins	Allow participants to have role play on a school case - Case 3	<ul style="list-style-type: none"> • Instructor puts participants in groups to discuss the scenario of Case 3. • Participants apply the communication skills learned in the role play exercise. 	PPT slides, Notes for parents, Worksheet for parents
6	Reflection Slide 31	5 mins	Allow participants to reflect on their learning	<ul style="list-style-type: none"> • Instructor leads participants to reflect and discuss on what they have learned in the session in order to enhance their skills and confidence in communicating with the school. 	PPT slides, Notes for parents
7	Conclusion Slides 32	5 mins		<ul style="list-style-type: none"> • Conclusion • Q & A • Participants complete evaluation forms 	PPT slides