

Morning Meetings

What are they?

A *Morning Meeting* is a daily meeting between the Learning Coach (LC) and the learner. The purpose is to **set the tone** for the day and connect with your learner. Morning Meetings typically last about 15–20 minutes and might include:

- Reviewing the daily schedule
- Setting and/or reviewing goals
- Discussing how a student will approach their work for the day



Sample Agenda

	Grades K-3	Grades 4-6	Grades 7-9	Grades 10-12
Settle In	» Good morning! I'm excited to get started on learning for the day. What is one word that describes how you're feeling about school?	» Good morning! How are you feeling about school today?	» Good morning! What's on your mind for school today?	» Good morning! Tell me how you're feeling about getting started on your classes today.
Goal Setting	» Our goal today is to complete... » How will your English class help you to meet your goal of growing your reading level?	» Your goal for this morning is to clear your To Do List for science. » What is your goal for the afternoon?	» What is your goal today for x class? Y assignment? » You've said before that you have the goal of earning all Bs or higher. How will you work toward that goal today?	» What are your goals for today? » How will working in x class help you toward your diploma?
Plan for the Day (Including LC support)	» Today we will start with x . What do you think? » I will support you with x , and I want you to try y on your own.	» Do you want to start with x or y this morning? » How will you let me know when you need my help?	» You have your live session for x class at 12:30. What do you need to accomplish before then? » What do you plan to do 1st, 2nd, and 3rd today?	» I'm available to support you from 12:00- 1:30 today. Which assignment might you want to talk through with me then?
Launch into Learning	» We have a good plan to start the day. Please turn on your computer, and we'll meet at the table in 5 minutes. I'll start our timer.	» Time to get started on your morning goals! It's 8:45. Make sure that you are logged into your first class by 9:00.	» You have a strong plan for what to do 1st, 2nd, and 3rd. How long do you need to be ready to start your first assignment?	» Looking forward to connecting at noon. What time will you start your first class this morning?

Afternoon Meetings

What are they?

An *Afternoon Meeting* is a daily meeting between the Learning Coach (LC) and the learner. The purpose is to **reflect on learning & habits** and close the learning portion of the day. Afternoon Meetings typically last about 10–15 minutes and might include:

- Discussing what the student learned in each of their classes
- Reflecting on which learning activities they enjoyed the most and why
- Discussing a class or assignment where the student may need additional support



Sample Agenda

	Grades K-3	Grades 4-6	Grades 7-9	Grades 10-12
Reflect on the Day	<ul style="list-style-type: none"> » What was the high point of your day? Low point? » What's something that you remember from today's lessons? 	<ul style="list-style-type: none"> » What is something that you learned today? » What's on your mind after today's lessons? 	<ul style="list-style-type: none"> » What's something interesting/confusing that you learned about today? 	<ul style="list-style-type: none"> » Tell me how your school day went today. » What stood out to you in your classes?
Review Goals	<ul style="list-style-type: none"> » Our goal today was to complete... You met it! What steps did you take to meet the goal? » Our goal today was to complete... It didn't quite happen. Why do you think that is? 	<ul style="list-style-type: none"> » You cleared your To Do list for two classes today! » Why was that important to you? 	<ul style="list-style-type: none"> » Tell me about x class that we talked about this morning. What did you decide to do about y assignment? 	<ul style="list-style-type: none"> » This morning you said that your goal was ... How did it go? What helped you meet your goal? What held you back from meeting your goal?
Support	<ul style="list-style-type: none"> » I noticed that you needed some more time with science. I'd like to work with you tomorrow in that class. 	<ul style="list-style-type: none"> » Thank you for letting me know today when you needed my help. Do you have other questions that we can talk through? 	<ul style="list-style-type: none"> » How did your live session help you today? » Do you have any follow up questions for your teacher? 	<ul style="list-style-type: none"> » I liked talking about your assignment with you earlier today. How did it turn out?
Transition	<ul style="list-style-type: none"> » Let's get ready for family time. Please put your workbooks and pencils in your school bin. Is your computer plugged in? 	<ul style="list-style-type: none"> » You were focused today! Let's wrap up so that you can have some down time before we play outside. Please shut off your computer and put your materials on your desk. 	<ul style="list-style-type: none"> » Nice work today. You can shut down your computer, and then we can get ready for soccer. 	<ul style="list-style-type: none"> » Please make sure that your computer is charged and ready for next week. Since you met your goals this week, you'll have some free time this afternoon. How will you use it?