Thank you for reading these guidelines. Following them will help to build trust between schools and families.

Guidelines for Working with Interpreters

- Please know that the interpreter may ask for a break at any time.
- Speaking with the parent:
  - Be very careful not to have side conversations while the interpreter is
    and listening.
  - Look directly at the parent, rather than the interpreter while speaking
    him/her to explain them.
- Please do not hand pages written in English to the interpreter and ask
  simultaneously or sentence by sentence.
- During the introductions, ask the interpreter whether she will interpret
  themselves and explain their functions.
- At the beginning of the meeting, have all participants introduce
  themselves.
- Have a clear beginning and ending to the meeting.
- Arrange seating so that the interpreter can sit next to or behind the
  parent.