

# PREPARING FOR A MEETING ABOUT YOUR CHILD

Meetings about your child's education and support can feel daunting, but good preparation can help you feel more confident and ensure your child's needs are at the centre of discussions.

## BEFORE THE MEETING

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**Know the purpose of the meeting** – Ask for an agenda so you understand why the meeting has been called and what will be discussed.

**Gather information** – Organise reports, letters, and assessments in date order, with the most recent on top.

**Prepare two lists:**

**What you want to share** – Key points, examples of challenges, letters from professionals, or observations from home.

**Questions you want answered** – What do you need to know? What decisions are being made?

**Bring support** – A friend, family member, or advocate can take notes and provide reassurance.

**Consider your child's involvement** – Can they attend part of the meeting? If not, could they share their thoughts in writing or a drawing?



## DURING THE MEETING

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**Stay focused on your child's needs** – Keep the discussion about support and solutions.

**Listen actively** – If something isn't clear, ask for an explanation: "So, what you're saying is..."

**Take your time** – If you feel overwhelmed, ask for a break before making decisions.

**Check your notes** – Have all your key points been discussed?

**Agree on next steps** – Ensure actions are recorded, with clear responsibilities and timelines.

**Request a copy of the meeting notes** – This ensures you have a record of what was agreed.





## AFTER THE MEETING

**Talk to your child** – If they attended, ask how they felt about it.

**Review the meeting notes** – If something is incorrect, raise it as soon as possible.

**Follow up on actions** – Keep track of agreed steps and check progress.

**Keep all paperwork in a safe place** – Having a clear record can help for future meetings.

## 10 TIPS FOR A SUCCESSFUL MEETING

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1. **Be prepared** – Know the purpose of the meeting and bring relevant documents.
2. **Have the right people there** – Ensure key professionals are invited.
3. **Request an agenda** – Knowing the structure helps you stay focused.
4. **Ask questions** – If something isn't clear, ask for it to be explained.
5. **Stay respectful** – Even if you disagree, staying calm helps discussions remain productive.
6. **Read any reports carefully** – Ask for time if needed.
7. **Meetings can be stressful** – Bring someone with you to help listen and take notes.
8. **Agree on actions** – Clarify who is responsible for what and by when.
9. **Be confident** – You know your child best.
10. **Seek support if needed** – Shropshire SENDIASS can help you prepare. Contact us on the details below for support

