

TOP TIPS FOR A SUCCESSFUL VIRTUAL MEETING

Virtual meetings are a great way to stay involved in discussions about your child's education and support. Whether it's a school meeting, an EHCP annual review, or a multi-agency meeting, being prepared will help you feel confident and in control.

BEFORE THE MEETING

- ✓ **Confirm the Details:**
 - Date and time (check you'll be somewhere suitable).
 - Purpose of the meeting.
 - Who will be there and their roles.
 - Is your child attending? Let the school know if they'd like to join.
 - What platform is being used? (Zoom, Microsoft Teams, etc.)
- ✓ **Prepare in Advance:**
 - Request an agenda from the meeting lead.
 - List any questions or concerns you want to raise and share them beforehand if possible.
 - If your child isn't attending, gather their views to share on their behalf.
 - Read any reports, documents, or EHCPs in advance. Printed copies may be easier to use than digital ones.
 - Ask for a phone number in case of technical issues.



PRACTICAL TIPS FOR THE MEETING

- 📺 **Technical Setup:**
 - Make sure your device can access the email invitation and meeting link.
 - If using a phone or tablet, check your data allowance. Wi-Fi is usually best.
 - If you have to dial in by phone, ask the meeting lead to call you to avoid charges.
 - Choose a quiet, private space with a neutral background.
 - Plug your device into a charger or ensure it's fully charged.
 - Practice joining a call with a friend or family member if you're unsure.





JOINING THE MEETING

Locate the email invitation ahead of time.

Click the meeting link and follow the instructions. You may be asked to enter your name or download an app.

Turn your camera and microphone on/off as needed.

DURING THE MEETING

Speaking & Listening:

- Introductions should be made at the start.
- Keep your microphone on mute until you need to speak.
- Turn your camera on if possible, but if your internet is slow, turning it off might help.
- Follow the agenda and tick off your key points as they are covered.
- Listen actively and ask questions if something isn't clear.
- If you need time to consider something, don't feel pressured to agree straight away—it's okay to ask for time.

Have These Ready:

- Your list of questions or key points.
- A notepad and pen to take notes.
- Your child's views, if they are not attending.
- Any relevant reports or documents.

Agree on Actions Before the Meeting Ends:

- Ask the meeting lead to summarise key actions.
- Make sure you understand who is responsible for what and when it will be reviewed.

AFTER THE MEETING

Follow Up:

- Request a copy of the meeting minutes and agreed actions.
- If you have tasks to complete, schedule time to do them.

