



## SEND Information, Advice and Support Service

### Preparing for a meeting

You have the right to request a meeting with any of the team of professionals involved with your child/young person. There are a variety of reasons that you might want to initiate a meeting and these may include:

- Concerns about your child's progress
- Concerns about how any special educational needs/disability your child may have are being met
- Concerns about your child being bullied
- Concerns about your child's behaviour, how it is being managed and the impact on their education

Be clear why you want to have a meeting.

#### **Who do I need to meet with?**

If the issues are school related you may want to meet with your child's class teacher or form tutor and the special educational needs co-ordinator (SENCo) and head teacher. There may be other professionals involved with your child from outside of the school, such as a speech and language therapist, specialist teacher etc., who you would also like to attend.

If the issues are relating to a statutory assessment or an Education, Health and Care Plan (EHC Plan) you may want to meet with someone from the SEND Operations Team at the local authority. If your child has an EHC Plan, they will have a named caseworker/SEND Operations Co-ordinator you can speak to.



### How do I organise a meeting?

- You can request a meeting by calling the relevant people and arranging a convenient date, time and place.
- You can request a meeting by emailing or writing a short letter that includes who you want to meet with, the issues you would like to discuss and times and dates you will be available.
- You may be able to ask the school to arrange the meeting.

### Getting ready for a meeting

- If you are being invited to a meeting it may help to find out who will be at the meeting. Ask the person running the meeting what they do and what their role is. Find out what will be discussed at the meeting and how long it will last and where and when the meeting will be held.
- In advance of the meeting ask for an agenda and a copy of the most recent paperwork which records and monitors the support that your son or daughter is receiving within their education setting. You can have a look at the paperwork before the meeting and make any notes that you might find helpful.
- Write a list of things you want to say and questions you want to ask and to take along to the meeting. The **meeting planner** (see on SENDIASS website) can be a helpful way of recording this



- It can also help to write down your description of your child's abilities and celebrations as well as what difficulties you think he/ she may be having.
- Take with you any documentation that may be needed e.g. medical letters, reports
- You may wish to take someone with you to the meeting for support (a friend, relative or supporter). Let the person organising the meeting know in advance who you will bring with you.
- Are there specific things that you want to happen as a result of the meeting?
- What are you willing to compromise on? List the things you want to happen in order of importance. Be realistic about what you are going to be asking for. You may need to negotiate and be flexible to different options or alternatives offered.
- Arrange childcare if necessary.

### **Your child/young person's views**

Where children/young people are supported in preparing for meetings to discuss and review their SEND provision and are enabled to express their views and contribute to discussions - in whatever means is appropriate - we see a significant and positive shift in the overall content and quality of meetings, with actions agreed that are realistic but that aim high, driven by individualised, person centred outcomes.



In preparing for a meeting you could talk through some of the questions below with your son/daughter, to help guide some thinking:

- What do they enjoy?
- Do they have any worries?
- Is there anything they would like to ask their teacher/s?
- Is there anything they think would help them?
- Is there anything that is not helping them?
- What would they like to change?
- Is there a member of staff at the school/college that works closely with your child/young person? If so, would the child/young person like them to be present for support?
- Would your child/ young person prefer to voice their opinions through pictures, posters, drawings etc?

### **What should you take with you?**

- **Meeting planner** (on SENDIASS website)
- Note pad and pen
- Any relevant reports or letters
- Other useful information (e.g. own research)
- Your list of questions/views/ concerns if not captured within the planner



**Remember:**

- You know your child best.
- Be prepared.
- Keep an open mind.

**SEND INFORMATION ADVICE & SUPPORT SERVICE**

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