

Meeting Preparation and Support

You may be invited to meetings at your child's school or setting. You may also want to request a meeting to discuss any issues or concerns you have. This leaflet gives ideas about how to prepare for meetings so that you can get the best out of the meeting. This leaflet also explains how Information, Advice and Support may be able to support you at meetings.

I want to request a meeting – who should I ask?

- If your concerns are related to a learning or special educational need, you may wish to meet with the class teacher and/or the Special Educational Needs Coordinator (SENCo). If you don't know who the SENCo is, call the school to ask for their name and the best time to talk to them.
- If you wish to discuss any concerns further, you may want to meet with the Head Teacher.
- You can request a meeting by telephone, email, in writing or in person. Don't forget to include the easiest way to contact you, so that a suitable date and time can be arranged.
- If there are particular people who you feel should be there, ask for them to be invited.
- If you will need particular help at the meeting because of an individual need, remember to tell the people holding the meeting to make sure they arrange what you need.
- If English is not your first language or you find it difficult, you can ask for an interpreter. This may take some time to arrange, so remember to ask for this well ahead of the meeting, if possible.

Support

You could take a supporter with you to the meeting. This could be a friend, relative or IASS caseworker (It is usual to let the school know who this is, before the meeting).

Be prepared: take a pen and paper to make your own notes.

Preparing for meetings

- You may wish to check who else will be at the meeting, their role and what information they may be bringing.
 - If you are calling the meeting, has everyone that you would like to be there been invited?
 - If a key person is not available to attend, you may want to arrange the meeting for another time that will be convenient for everyone.
- What is the purpose of the meeting?
- What do you want to achieve?
- What outcomes are you looking for?

Keep all important information together including:

- School reports
- Medical information
- Copies of letters from the school
- Reports from other professionals
- Also keep copies of all letters that you send.

- What questions might you want to ask the school? You could make a list. For example:
 - What are the areas that cause greatest difficulty?
 - What help is being given?
 - Is progress being made?

Contact **Telford and Wrekin SENDIASS** for information, advice and support:

Phone: 01952 457176

Email: [**info@iass.org.uk**](mailto:info@iass.org.uk)