

4. Meeting Preparation Checklist



Sometimes you may be invited to a meeting by your child or young person's educational setting, or you may want to request one to discuss any concerns you have. This guide offers tips on how to prepare so you can get the best possible outcome.

Requesting a Meeting

If your concerns are related to learning or a special educational need (SEN), you should try to meet with the class teacher and/or the school Special Education Needs Co-Ordinator (SENCO).

- **How to ask:** You can request a meeting by phone, email, writing, or in person
- **Availability:** Be sure to let them know when you are available to attend
- **Who should be invited:** Let them know if you would like any other professionals to attend the meeting
- **Additional support:** If you have an individual need, let them know in advance if you'll need any support during the meeting
- **Interpreters:** If English is not your first language, you can ask for an interpreter. Arrange this ahead of time as it may take a while to organise.

Preparing for the Meeting

- **Attendees:** Find out who will be at the meeting and let the school know if you want to invite any other services
- **Purpose:** Know the purpose of the meeting. What do you want to achieve, and what outcomes are you looking for?
- **Documents:** Keep all important information together, including school reports, medical information, letters from the school, and reports from other professionals
- **Agenda:** The school will usually set an agenda, but you can set your own if you feel it's needed
- **Your child's views:** Your child may be able to attend the meeting. If not, be sure to ask for their views beforehand. For example, you could ask, "Do you have any worries?" or "What do you find difficult at school?"

Tip: Write down all your questions for the school so you don't forget anything. Try to keep your questions focused on the outcome you want to achieve. It's also a good idea to check how much time has been allocated for the meeting. If you feel it's not enough, you can request more time or arrange to meet on a different day.



Email: SENDIAS@doncaster.gov.uk

Telephone: 01302 736920

Web: doncasterSENDIAS.co.uk

Facebook: [Doncaster SENDIAS](https://www.facebook.com/DoncasterSENDIAS)

At the Meeting

- **Be on time**
- **Introductions:** If there are no introductions, ask for each person's name and role
- **Notes:** Ask who will take notes, how actions will be recorded, and when you can expect to receive a copy
- **Jargon:** Don't be afraid to ask for explanations if people use jargon or specialist terms you don't understand
- **New documents:** If new paperwork or a report is brought to the meeting, ask for time to read it
- **Speak up:** If you disagree with something being said about your child or young person, don't be afraid to voice your opinion
- **Be flexible:** Be prepared to discuss different options and alternatives to achieve your desired outcome
- **Confirm actions:** At the end of the meeting, ask for a clear summary of any agreed-upon actions
- **Arrange next meeting:** Within the meeting, arrange when everyone should next come together to review any progress and ensure actions have been completed.

After the Meeting

To clarify everything, you can send a letter to the school confirming what you understood to be the agreed outcomes and actions.

How SENDIAS Can Support You

We aim to help you feel confident and heard. As an impartial service, we do not favour anyone. **In certain cases, we may support you in a meeting.** If we do, we will:

- Remain objective
- Help you understand what others are saying
- Help you get your points across and feel listened to
- Make impartial comments to help everyone understand an issue, but we will not speak for you.

If we are unable to attend a meeting with you, we will offer you support to prepare for the meeting instead. This may be over the telephone, via Teams or in person.

After the meeting, we can:

- Discuss how you felt the meeting went and clarify agreed actions
- Talk about any proposals that were put forward
- Discuss points that need following up and help you plan your next steps.



Email: SENDIAS@doncaster.gov.uk

Telephone: 01302 736920

Web: doncasterSENDIAS.co.uk

Facebook: [Doncaster SENDIAS](https://www.facebook.com/DoncasterSENDIAS)