

TOP TIPS FOR A SUCCESSFUL MEETING (PARENTS GUIDE)

Beforehand

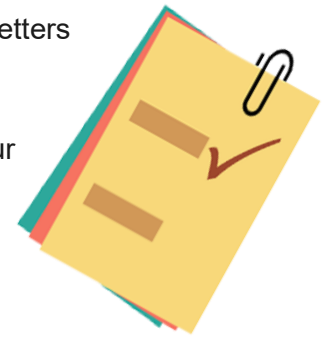
- Ask for an agenda
- Who will be attending?
- What the timing will be?
- Who is running the meeting?
- When and where the meeting is being held?
- Let the host know what your main points are
- Inform the host if you are bringing someone to support you

Be Prepared

- Be clear in your mind why the meeting has been called
- Be clear what you would like to get out of the meeting
- Read any reports and relevant documents
- Highlight any concerns or areas of confusion you have
- Ask your child what their views are
- Get help recording your child views if needs be

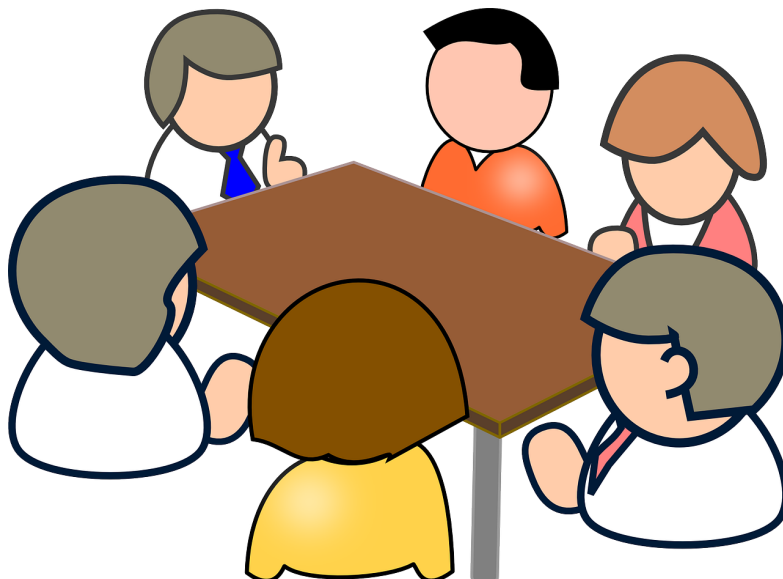
What to bring

- Note pad and pen
- Any relevant reports or letters (e.g. medical)
- Any other useful information (such as your own research)
- Your list of questions/ views/concerns




Who could support you

- A friend or relative who knows what you want to say
- A SENDIASS Officer
- An advocate from a charity
- Another professional



Contact SENDIASS Leicester if your child has Special Educational Needs (diagnosed and undiagnosed).

 0116 482 0870

 info@sendiass
leicester.org.uk

 SENDIASS
Leicester

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During the meeting

- Introduce yourself
- Make sure you know who is who (and write their names and titles in your notes)
- Tick off questions on your list as they are answered
- Refer to the agenda
- Speak up if you don't understand something
- Listen well to each person
- Respect other people's views
- Make sure you express your views and opinions
- Don't feel pressured into agreeing things if you are unsure
- Use your support to clarify things, advocate for you and make notes
- Be aware of your body language and tone of voice
- Be realistic about what can be achieved (priorities, small steps)
- Be as positive as possible and try and provide solutions

Closing the Meeting

- Ask for a summary of the main action points - who is going to do them, what are they going to do, when are they going to do them?
- Check that all your questions have been answered—if not, raise them now
- Ask when the next meeting will be

TAKE ACTION!



After the Meeting

- Ensure you receive the meeting notes or minutes
- Write to the chair person if you disagree with any points written in the minutes
- Write your own letter if notes are not forthcoming
- Keep an eye on the action point deadlines to make sure you and others complete them in the appropriate time scale

Contact SENDIASS Leicester if your child has Special Educational Needs (diagnosed **and** undiagnosed) and you need support with meetings with their school.



0116 482 0870



SENDIASS Leicester



info@sendiassleicester.org.uk



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