

## Preparing for meetings



- Are you about to have a meeting at your child or young persons school or college?
- Would you like to feel more prepared for the meeting?
- Would you like to know where you can find further support?

## First Steps: Before the meeting

- 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 (Contact SENDIASS for support to do this)

## What to bring

You might find it helpful to take these things with you to the meeting so you can keep track of details discussed as you go along.

- 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



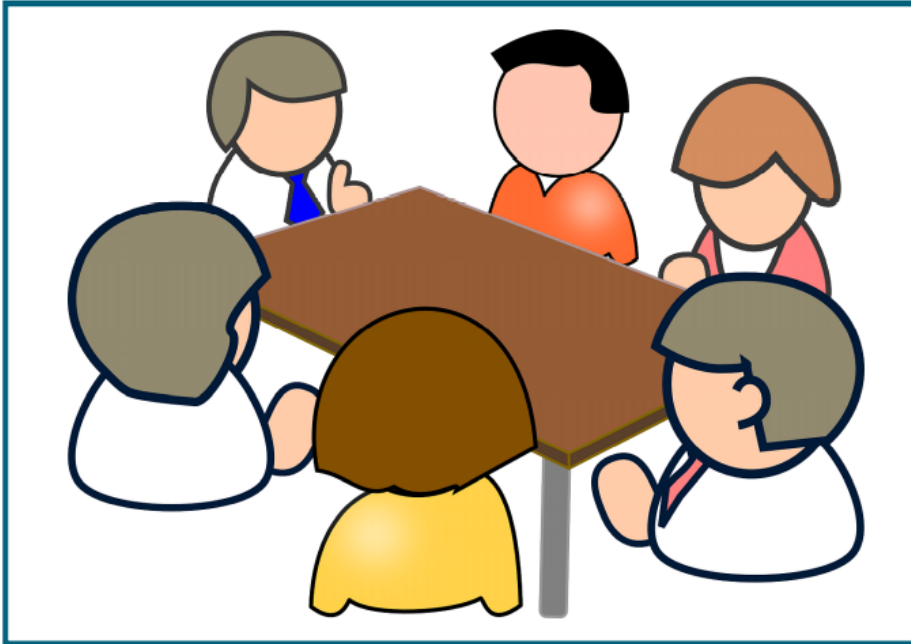
**Please contact SENDIASS  
Leicester for individual  
advice and support**



## Who could support you?

You might wish to seek support for the meeting which needs to be arranged beforehand. This could be:

- 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



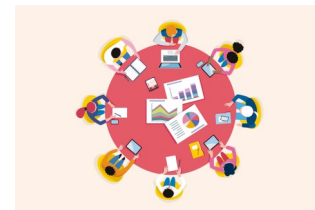
SENDIASS  
Leicester



@SendiassL

## 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



## And don't forget...

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



You might have an 'Action Plan' for some or all involved in the meeting.



The above diagram shows the Graduated Response to providing support.

## Closing 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

## SENDIASS Support

If you need support in meetings or to fill out forms and write letters, SENDIASS can offer you information and advice on how to prepare for these meetings and what certain processes might involve. Please contact us directly for more information.



### SENDIASS can offer Support and Advice



info@sendiassleicester.org.uk



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## Further Support

SENDIASS Leicester	0116 482 0870	www.sendiassleicester.org.uk
IPSEA	national	www.ipsea.org.uk
Council for Disabled Children	national	www.councilfordisabledchildren.org.uk
Special Education Services*	0116 454 2050	ses@leicester.gov.uk
Contact - For families with disabled children	national	www.contact.org.uk

\* SES are part of the Local Authority that organise and write up Education, Health and Care Plans for Leicester City children and young people

## Key Words and Jargon

SEND	Special Educational Needs & Disabilities	A child/ young person that has a Special Educational Need and/ or Disability
EHCP	Education Health & Care Plan	Legal document highlighting a child/ young person's needs and provisions
SEN	Special Educational Need	A child/ young person that needs support in education
SEP	Special Educational Provision	Support that is put in place for a child/ young person
SES	Special Education Service	The Local Authority service that write and maintain EHCP's
CAMHS	Child & Adolescent Mental Health Service	A service to support parents/ carers or young people themselves to give information, advice and support in a confidential and impartial way
SENDIASS	Special Educational Needs & Disability Information, Advice & Support Service	A service to support parents/ carers or young people themselves to give information, advice and support in a confidential and impartial way
LA	Local Authority	Authority responsible for all children/ young people in their area
LO	Local Offer (Local Authority website)	The Local Authority Website that supports parents/ carers and young people with SEND including information about schools/ colleges & accessing groups/ support