

Preparing for meetings



Children and Young People

<http://www.sendiassleicester.org.uk>



Before the meeting

Who will be at the meeting?

Can you take someone with you to help you?



Get ready

Do you know what the meeting is about?

You can write down or record your thoughts and questions before you go.



What to bring

You can take a notepad and pen or a laptop or phone with you to make notes. You can ask if you can record it too.



Who can help you?

You can ask for help from a friend or family member, a SENDIASS person or someone who works with you like a TA.



In the meeting

Tell someone if you don't understand something.

Say how you feel or what you would like to happen.



After the meeting

Use your notes to check all of your questions have been answered.



How Can SENDIASS Help You?

- Help to get your thoughts across to school or college
- Help you to understand paperwork
- Sometimes help you in meetings with your school or college
- Help you to understand EHCPs (Education Health & Care Plans)
- Help you to understand what support you might need in school or college



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