



## PREPARING FOR MEETINGS

The first question to ask when you have been invited to a meeting is:

- **What is the meeting for?**

If you know what the meeting is going to be about, you can start to think about what you might like to say.

If you haven't been told what the meeting is about, ask your Parent Carer or someone at school.

The second question to ask is:

- **Who will be at the meeting?**

This will ensure you know how many people are going to be there and who they are.

The third question to ask is:

- **How long will the meeting last?**

This may help you to feel less nervous if you know when the start and finish time. Also, you could ask if it's OK to just attend part of the meeting to discuss your views.

The last question to ask is:

- **Can I bring someone along with me?**

It is likely you will have your Parent Carer with you but if you feel you would like another person at the meeting that you trust such as your social worker (if you have one) or your TA, you can ask if they can come along.

### **Planning what you will say at the meeting...**

A Meetings is where things are decided and if those decisions are about you, it's important you get your voice heard.

Good preparation before the meeting may help you to feel less nervous as you all know what you want to say.

Don't forget! It's perfectly natural to feel nervous going to a meeting but here are some ideas that may help you prepare:

- Write out, mind map or write into your phone some notes to help you remember what you want to say.
- Write a list of questions if there are things you need answers to.
- Write down things that are not working for you at the moment.
- Write a list of things you'd like to change.
- Write a list of things that are working well for you at the moment.
- Make a list of any ideas you have that you'd like the people at the meeting to know, so you can be better supported.
- Have any notes or things you've prepared for the meeting with you.
- Take a pen and paper, your mobile phone or other aid such as your laptop that you can use to make notes if you want to.

If you'd like help to prepare for a meeting, we may be able to help you. We can talk to you on the phone, email you or meet you virtually on Zoom.

## **CONTACT US**

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