



What will happen at the meeting?

Before the meeting you should have been asked if you need any ***reasonable adjustments*** at the meeting. This simply means you may feel you need to sit by the door or beside the person who has arranged the meeting so you can hear clearly everything going on.

Everyone will come into the room and sit down. There will normally be introductions, a chance for everyone to say who they are and why they are there.

You can ask either at the beginning of the meeting or before it starts for everyone to not use jargon or acronyms. This is when someone uses a shortened version of a term. (For example: SEN is an acronym for Special Educational Needs). This can be confusing and make the meeting difficult to follow.

There may be someone taking notes, don't worry. It's this person's job to make sure there is a record of what's been said and who has been given jobs to do after the meeting.

At some point in the meeting, you'll be able to say what you have prepared and ask any questions you may have.

Take as much time as you need.

It's important to give people time to answer you if you have asked questions and listen to what everyone in the room has to say.

If you don't understand something, it's OK to say you don't understand and ask for it to be explained in a way you can understand.

If someone asks you a question and you don't know the answer or need time to think then tell them. It's important you have thinking time.

Don't worry if you can't answer some of the questions in the meeting, it maybe you need some time after the meeting to process your thoughts and come up with an answer. This is perfectly OK.

If you feel you need to leave the room for a short break you can ask.

Towards the end of the meeting someone will usually sum up what's been agreed in the meeting.

This is so the people at the meeting know what needs to happen next or what they must do to make sure the right things happen.