



PREPARING FOR SCHOOL MEETINGS

BEFORE THE MEETING	
	<p>You can ask for a meeting with your child's teacher, form tutor, or the Special Educational Needs Co-Ordinator (SENCO).</p> <p>A special educational needs coordinator is a teacher at a school who makes sure students who have special educational needs or disabilities get the support they need.</p>
	<p>You can ask for a meeting by phoning the school, sending an email or by writing a letter.</p>



You can ask the school:

- **Who** is invited to this meeting?
- How do they **support** me?
- How **long** will the meeting be?



If there is somebody that you would like to be at the meeting, you can ask the school to **invite** them.

If you need a translator, you can ask the school for a translator to come to the meeting.



If somebody has been invited but cannot come to the meeting, you can ask the school to arrange the meeting on a different day.

If you think that you will need more **time** to talk in the meeting, you can ask for the meeting to be longer.



You could take a **supporter** with you to the meeting.

This could be a friend, relative or support worker.

You can ask your supporter to make **notes** for you during the meeting.



Remember to bring a **pen** and **paper** to make notes.

Keep any important information such as school reports, medical information and letters in a safe place.

You can take important information with you to the meeting.



Think about the questions you want to ask the school.

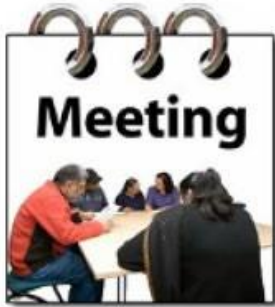
Write a **list** of the questions that you want to ask the school. Examples of questions you could ask:

- What does my child find difficult at school?
- What support is being given to my child?
- What is working well for my child?
- How do you know that my child is improving?

If you are nervous, you can practise saying the questions

out loud, with a
friend.

DURING THE MEETING



If you are not sure about who is at the meeting, you can ask:

- **Who** are the people at this meeting?
- How do you **support** my child?



If you are not sure who is taking **notes** during the meeting, you can ask:

- Who is taking the meeting notes?
- When will I receive a copy of the meeting notes?
- Where on the meeting notes will it explain what will happen after the meeting?



Ask the questions you have prepared.

Listen to what the people at the meeting say.

You could ask your friend or supporter to make **notes**.



Listen to different ideas about how to support your child.

If you hear a word that you do not understand, you can ask for the word to be **explained**.

You could ask your friend or supporter to help explain any words that you do not understand.

If you **do not agree** with what somebody has said, you can **say** that you do not agree.



If you think that an idea will not work, you can say that you think an idea will not work for your child.



If you need a break, you can ask for a short **rest break** in the meeting.



If a report or any new paperwork about your child is brought to the meeting, you can ask for **time to read** it.



At the end of the meeting, you can ask:

- What will happen next?
- Who is doing what?
- When will this happen?
- When will it be reviewed?
- Will there be another meeting?

Say **thank you** for the meeting.


AFTER THE MEETING



You can send a letter or email to the school to say what you think was talked about at the meeting and what you think will happen next.



You could tell your child about the changes that will happen.

	<p>The school should also tell your child about any changes that will happen.</p>
	<p>If you need help, you can contact Bexley IASS.</p> <p>Telephone number: 020 3045 5976</p> <p>Email: bexleyiass@bexley.gov.uk</p> <p>Website: www.bexleyiass.co.uk</p> <p>Address: SEND Information, Advice and Support Service, London Borough of Bexley, Civic Offices, 2 Watling Street, Bexleyheath, DA6 7AT</p>