

After the meeting:

- Think about what was said and what decisions were made. Are you happy with how the meeting went?
- If you feel there was something else you should have said, let the Chair of the meeting know
- If there were notes taken at the meeting (minutes) you should be sent a copy of these. Check the minutes to make sure you agree that they are an accurate reflection of what took place at the meeting
- Do not feel that you have to wait until the next meeting to ask questions. Ask for the contact details of the people involved and pick up the phone, call into the school or write an email

What if I am not happy with the outcome of the meeting?

If you are unhappy about anything discussed at the meeting or any decisions made you should firstly talk to the school. If you cannot reach an agreement you can raise a complaint with the Education Service through the school's Education Link Officer. If your complaint relates the Authorities duties under the ASL Act you may be entitled to use mediation or dispute resolution services. These are free of charge and are independent of the Education Authority to ensure they are objective and impartial. For further information on these services please see our leaflet "A Guide to Getting Help and Resolving Disagreements" or contact the ASN Officer, Education on 01259 450000 or email: education@clacks.gov.uk

You can also get help and advice on any aspect of additional support needs from the Councils' website: www.clacks.gov.uk or at the Scottish Advice Service for Additional Support for Learning – Enquire:

Tel 0845 123 2303 or email: info@enquire.org.uk
www.enquire.org.uk

Education Service

A Guide to Going to Meetings



Clackmannanshire Council

Phone 01259 450000

Email education@clacks.gov.uk

www.clacks.gov.uk

Introduction

The Education (Additional Support for Learning) (Scotland) Act 2004 was amended in 2009. It is sometimes referred to as the ASL Act 2009. This law introduced further duties on local authorities to meet the needs of children and young people who have additional support needs. In Education, additional support needs are met through a system called Staged Intervention

One of the ways that parents and carers can support their child's education is by going to meetings. These are generally called Staged Intervention meetings and can be with the school or nursery staff and others who may be involved in supporting your child.

What is discussed at Staged Intervention meetings?

The meetings can be to:

- Talk about how your child is progressing throughout the year
- To discuss an individualised educational programme (IEP)
- To discuss a co-ordinated support plan

You and your child have the right to attend meetings and have your views heard. Your views are important and by being involved in meetings you can also find out how your child can be supported.

Our nurseries and schools are committed to working in partnership with parents and carers and involve them in making decisions. Nurseries and schools are guided by the principles of involvement in the Code of Practice of the Act 2009 to make meetings as accessible as possible for parents and young people to feel properly involved. This is the type of practice you should expect:

Code of Practice of the Act 2009

Information should be

- Clear and understandable
- In a format that you can access easily
- Readily available and provided automatically

Good communication:

- Someone takes responsibility for keeping you up to date
- You are told what has been happening between meetings
- Any information provided by you is acknowledged

Effective working relationships:

- Contact with you is sensitive, positive, helpful and regular
- You feel included and encouraged to contribute to discussions
- Positive, clear and easily understood language is used
- You are told what to expect and the next steps
- Times of your meetings take into account your availability and circumstances.

Even when schools try hard to follow best practice, a meeting can still be a daunting prospect but there are some important things you can remember:

- It is your chance to talk about how your child is getting on and whether you feel they are getting the right support at school
- It will help you find out what is happening, what decisions have been made and why

- You have the right to have your views heard and going to meetings will allow you to do this
- Make sure someone at the school knows if you are finding it difficult to attend meetings for any reason – do not be afraid to speak up

Before the meeting you can:

- Find out who is in charge of the meeting (the Chair), this is usually the support co-ordinator. The support co-ordinator is usually the head teacher, depute head or head of nursery
- Ask what the meeting is about, who will be there and how you can be a part of it
- Think about what you would like to say at the meeting – what points do you want to get across?
- Ask for the time and place of the meeting to suit you

Supporters and Advocates

You have the right to have someone to help you plan for the meeting and go with you if you choose. This could be a supporter or an advocate. They can help you to talk through what you want to say and the points you want to get across. They can also take notes of the meeting for you so that you can talk them over afterwards. You can also nominate someone to talk on your behalf if you would feel more comfortable with this. For more information on supporters and advocates please see our leaflet – "Getting Help and Resolving Disagreements"

During the meeting:

- Listen to others and feel free to ask questions if there is something you do not understand
- If you find it hard to express what you are feeling, write down what you want to say
- At any time, if you feel you need a break, to calm down or to collect your thought, do not hesitate to ask
- Ask how you will be kept informed of any developments that take place between meetings