**Collaborative Meeting Planning Tool**

***Formats such as this can help the young person and adult plan for the meeting and guide the meeting itself, however, it is meant as a guide only and should not restrict the discussion.***

Young Person Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supporting Adult Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Where and when will the meeting take place?**

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| e.g. *Pastoral Support Team meeting room after school* |

**Who do I want to be present? Will I attend (if not where will I go and who with)?**

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| *e.g.* *Me, Mrs Scott (PT Support), Mum, Dad* |

**Who should speak and what should they say?**

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| *e.g. Mrs Scott – been worried about L for a while now, doesn’t seem herself, missing some classes, not spending as much time with her friends, had a good chat today and L admitted things are really difficult for her and she feels she’s not coping well – worrying about exams, friends aren’t getting on. Things so tough that she’s been cutting her arms and legs. We know this is quite a normal way of trying to manage strong emotions but we would like to support L to find other more helpful and safe ways to feel better. This will be difficult to hear but really important we all work together to help L just now……..* |

**What outcomes am I hoping for from the meeting?**

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| *e.g. L – parents will know and be understanding; will agree to reducing timetable; will support the plan. Mrs Scott – explore some strategies in and out of school; everyone agreeing to work to the same plan* |