



## Preparing for a School Meeting

Whether it is regular carer consultations, ‘Getting it Right for Every Child’ meetings (each authority has a slightly different name for these) or impromptu ‘Can I have a quick word...’ meetings, it is a good idea to make sure you have the right support in place. Being prepared can reduce stress and increase the likelihood of a successful outcome.

### Preparing for a meeting when you have been given notice:

Check the relevant people have been invited. This could be for example, Inclusion Teacher, Class Teacher, Social Worker, Educational Psychologist, CAMHS, Headteacher or Depute Teacher etc. It may be that only some of the above will be involved with your family.

Be clear about the purpose of the meeting and how the meeting will support the child. You can ask for the agenda beforehand, so you know what will be discussed.

Ask for the most recent copy of the child’s learning plan or targets so that you can read over this ahead of the meeting.

Complete the additional help sheet ‘Supports and Strategies for School.’ This ensures that you have all the necessary information relating to the child’s needs clearly outlined for easy reference during the meeting.

It is a good idea to take along someone to support you e.g. a family member, friend or an advocacy worker if you have access to one. This can help to reduce any tension and ensure you have someone who can take notes for you.

### At the meeting:

Ask everyone to introduce themselves and clarify their role at the meeting.

Find out if someone is taking notes and ask for a copy of these to be sent to you. If notes are not being taken by the school, ask someone to agree the notes your supporter has taken are accurate.

If you are unclear of anything that is said, ask for it to be clarified.

Keep the focus on the child’s learning. Remember that both you, as carer, and the professionals have expertise to share and are aiming to support the child.

Establish what the action points are and who is responsible.





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### Impromptu ‘Can I have a word...’ meetings:

Meetings in front of other people after an incident are not appropriate. Make clear to staff how you would like to receive communication and that you would appreciate warning of any meetings. In the child’s plan establish a process for dealing with incidents. For some these could be logged in an ABC Chart and shared at GIRFEC Meetings.

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Should you be approached and asked to a meeting on the spot, it is a good idea to have a scripted response ready. Here are some examples:

“I can see you’d like to meet with me. I am not available this afternoon. Please contact me by email...”

“There is a procedure in place for communication. Please refer to the child’s plan and follow the process outlined there.”

“I must attend to the child. He needs my help first. I will contact you when I can.”

“You have dealt with the incident in school. We can talk further at our next planning meeting.”

“I have been advised to have someone with me when I have a school meeting. We will have to do this another time.”



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### RESOURCES

<https://enquire.org.uk/parents/meeting-with-school/>

