



PREPARING FOR MEETINGS WITH SCHOOL STAFF OR OTHER PROFESSIONALS

This information sheet provides a list of things to consider when preparing for and attending meetings about your child or young person.

PREPARING FOR MEETINGS

BEFORE THE MEETING

- Ask what the purpose of the meeting is and who will be attending (if you have not asked for the meeting).
- Find out how long the meeting will be for.
- Ensure you have the correct date and where the meeting will be.
- Write down any questions, issues and/or points you would like to raise. You could send these to the person who has organised the meeting before the meeting.
- Prioritise the questions, issues and/or points you would like to raise, in the order of the most important (in case there is not enough time to go through all the points at the meeting).
- Ask your child or young person if they would like to attend the meeting and/or write down their views for the meeting.
- Put together any information (such as reports and/or assessments) you would like to discuss at the meeting. These could also be sent to the meeting organiser before the meeting.
- Think about what outcomes you want to achieve from the meeting.
- Ask a friend, family member or advocate, to attend the meeting with you, if you would find this supportive.

AT THE MEETING

- Take a note pad and pen to make notes with.
- Ask for the names and the roles of everyone who is at the meeting (if this has not been done at the start of the meeting).
- Make sure, the person who organised the meeting has the relevant documents (e.g. report and or assessments if relevant.)
- Ask who will be taking the notes(minutes) of the meeting (if this is unclear).
- Ask for an explanation of words that you do not understand.
- Double check any information and/or advice provided by professionals (if given) that you feel you do not understand.
- Be clear on any action points discussed, who has agreed to do what and by when.
- Ask to be sent a copy of the meeting notes (minutes) taken.
- Ask what will happen next (e.g. a further meeting?)
- Check through your notes and highlight action points and any dates
- Talk to your child or young person about how the meeting went and what was agreed.
- Contact the meeting organiser, if you have not received the meeting notes(minutes) taken.
- If meeting notes (minutes) were not taken (although good practice to do so) you could consider emailing the points and/or actions you wrote down to the meeting organiser and anyone else who attended the meeting.



How to contact us:

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