

Preparing for Meetings with School

Before the meeting

- Make sure that you know the correct time and place of the meeting, and who you will be meeting with.
- Is there anyone that you can take with you for support? Perhaps a friend or relative? If so get it organised well in advance. If you can, let the school know who you will be bringing with you.
- Prepare any paperwork that you want to take with you to the meeting. Make sure that you have made copies if there are things that you want to leave with the school.
- Have an idea about what you want to get out of the meeting and take a list of questions and points that you want to make.
- You might be feeling anxious or upset or even angry but try to put those feelings aside and remain calm.
- Be on time!



At the

meeting

- Check that you know everyone there and what their role is.
- Don't be afraid to ask your questions or to say if there is something that you don't understand.
- Take notes of the main points of discussion so that you remember what has been said.
- Don't dwell on past problems; try to offer positive solutions so that things can move forward.
- At the end of the meeting, summarise what you think has been said and the actions that have been agreed. Arrange another meeting date if necessary before you leave and take the details of someone who can be your first point of contact.

After the meeting

- Did you ask all the questions you wanted?
- Are you clear about what will happen next?

If you are unsure about anything, contact your key person to clarify things for you.