**Preparing for meetings with school/college**

Use this information sheet to prepare yourself for an upcoming meeting you have with the school or college.

**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? If so, get it organised well in advance. If you can, let the school or college 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/college.
* 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 conversation so that you remember what has been said.
* At the end of the meeting, sum up what you think has been said and the actions that have been agreed, and arrange another meeting date if necessary before you leave.

**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 the person who can explain things for you.