



# Parent Partnership Barnet



## Preparing for Meetings

Supporting parents of children  
with special educational needs

As a parent or carer of a child with special educational needs you are likely to attend a variety of meetings. The following are some ideas and tips to help you to prepare for and get the most from meetings.



## Before the Meeting - Prepare

- Check that you have the date, time and venue right.
- Find out who is responsible for calling the meeting.
- Find out who else will be attending and what their role is.
- Decide if there are other professionals you would like to attend and ask the person responsible for the meeting to invite them.
- Make sure you have all the necessary information and paperwork well in advance of the meeting so that you have time to read it. You can ask your child's school for copies of statements, reports, IEPs (Individual Education Plans) and their SEN Policy. You are entitled to look through your child's file, but you may be charged if you want a copy of it. Parent Partnership can help by going through paperwork with you.
- Be sure to complete any paperwork and return it in good time. Parent Partnership can help with filling in forms, such as those used for Annual Reviews.
- Think about what the meeting is for and what you hope to get out of it. Attached is a form you can use as a reminder of the points you want to make or issues you want discussed. You can also use this to record outcomes and actions agreed.

You may want to arrange for someone to go with you to the meeting. A case worker from Parent Partnership may be able to attend a meeting with you to provide support and take notes. You should let the person responsible for the meeting know who will be attending with you.

## At the Meeting:

- When new people introduce themselves, ask them to explain what their role is.
- Ask for things to be explained, especially if jargon or terminology is used that you don't understand.

- Ask your supporter to make notes so that you can concentrate on the discussions.
- If at any time you feel upset, ask for a break and a drink of water, this will give you time to gather your thoughts.
- At the end, summarise what you have been told and what actions have been agreed. This is a chance to clear up any misunderstandings and be clear about what is expected to happen next.
- If there needs to be a further meeting, agree a date/time before this meeting ends.

The Department for Education and Skills have produced a series of guides for parents called 'Help your children to learn', many can be downloaded from their website; [www.dfes.gov.uk](http://www.dfes.gov.uk) or by ringing Prolog on: **0845 60 222 60**.

Two helpful guides on meetings are: Formal meetings with teachers and Making the most of parents evenings.

### Meeting Notes

Place: ..... Date: .....

Present:

.....  
 .....  
 .....

Points for discussion

.....  
 .....  
 .....

Actions agreed

.....  
 .....  
 .....

Notes:

If you need any further advice or support please  
contact Parent Partnership Barnet:

020 8359 7637

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