

A powerful say for parents, carers  
and their children with special  
educational needs and disabilities

hackney  
parent  
partnership  
service

# school meetings

How to get the  
most out of them



[www.learningtrust.co.uk](http://www.learningtrust.co.uk)

Meetings go best when everyone is well-prepared and there are no surprises. If you feel at ease and can think clearly, the meeting is likely to go better. Here are some suggestions for things that you can do to prepare for meetings about your child.

## We are here for you

You may also find it useful to talk to someone from Hackney Parent Partnership Service.

**Hackney Parent Partnership Service**  
Hackney Ark, Downs Park Road  
London E8 2HY  
T. 020 7014 7123  
E. [parentpartnership@hackneyark.chpct.nhs.uk](mailto:parentpartnership@hackneyark.chpct.nhs.uk)

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## 1. Check the details

- Do you have the right date, time and place?
- What is the meeting for?
- Do you know who has been invited and why?
- Is there anyone else you would like to include?
- Is your child invited and if not, do you think he or she should be there?

## 2. Paperwork

- **Have you been given any paperwork about the meeting?**
  - If so, read it through before the meeting.
  - If no, check whether there is any.
  - Ask for copies in advance of any reports that are going to be given out at the meeting.
- **You might also need:**
  - Copies of Individual Education Plans (IEPs) and / or Pastoral Support Plans (PSPs).
  - School reports.
  - Copy of your child's statement (if they have one).
  - Copy of the school's SEN policy.
  - Ask the school to give you the ones you need before the meeting.

- **You can also ask to look through your child's school record and have a copy of this too**, although you may have to pay for the photocopying costs.
- **Have you been asked to fill in any paperwork before the meeting?**
  - Try to do this in good time.
  - If you need help with this, call Hackney Parent Partnership Service.
- **Missed a deadline?**
  - Don't panic.
  - Ring and check, it may still be worth sending it in.

### 3. The purpose of the meeting

- **Did you ask for the meeting?**
  - If so, what information or action are you hoping to get from the meeting?
  - If not, are you clear about why the meeting has been called and what it is expected to achieve?

## 4. Make a list

- Questions you want to ask.
- Points you want to raise. **You might like to put these in a letter beforehand.**
  - Take a copy of your list to the meeting.
  - Refer to your list in the meeting.
  - Make sure everything has been covered.

## 5. How do you feel about this meeting?

- Are you anxious, upset or angry? If so, why?
- What can you do to make sure your feelings don't stop you getting what you want from the meeting?
- Don't forget, others at the meeting may also be feeling nervous or defensive.
- Ask for a break or a glass of water if you need time to calm yourself.

## 6. Try and take someone else with you to take notes

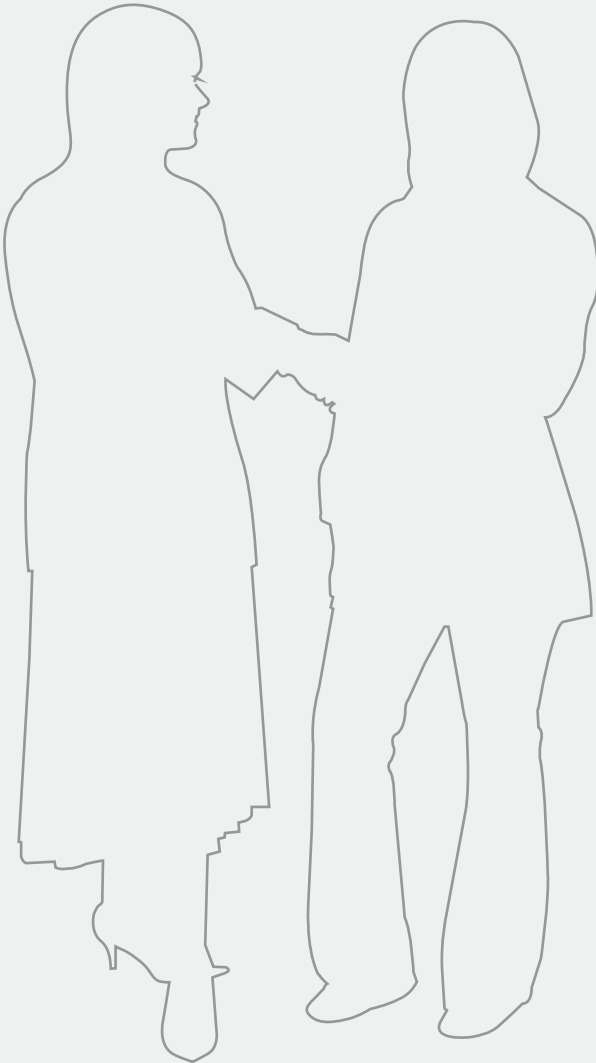
- A friend or relative can give you moral support and prompt you if you forget something.
- Hackney Parent Partnership Service may be able to provide an Independent Parent Supporter (IPS).



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