



You have the right to request a meeting with any of the professionals involved with your child. There are a variety of reasons why you might want to initiate a meeting and these may include:

- Concerns about your child's progress
- Concerns about how any special educational needs your child may have are being met
- Concerns about your child being bullied
- Concerns about your child's behaviour, how it is being managed and the impact on their education

Who do I need to meet with?

If the issues are school related you may want to meet with your child's class teacher and the Special Educational Needs Co-ordinator (SENCo). There may be other professionals involved with your child from outside of the school, such as a Speech and Language Therapist and/or Educational Psychologist who you would also like to attend.

If the issues are relating to the Needs Assessment process and/or an Education, Health and Care Plan (EHC Plan) you may want to meet with someone from the Special Educational Needs (SEN) Team at the Local Authority. If your child has an EHC Plan, they should have a named case officer.

How do I organise a meeting?

- You can request a meeting by calling the relevant people and arranging a convenient time and a date.
- You can request a meeting by writing a short letter or email that includes who you want to meet with, the issues you would like to discuss and times and dates you will be available.

Getting ready for a meeting

- Be clear about why you want to have a meeting.
- Write a list of things you want to say and questions you want to ask and take it to the meeting (our factsheet on [Questions to ask Schools](#) may be helpful).

- Are there specific things that you want to happen as a result of the meeting?
- What do you want to achieve from the meeting? What are you willing to compromise on? List the things you want to happen in order of importance. Be realistic about what you are going to be asking for; you may need to be flexible and open to options.
- Take a diary with you to make sure you can arrange a follow up meeting to review agreed actions.

Your child's views

Where appropriate, ask your child for their opinion. What do they enjoy? Do they have any worries? Is there anything they would like to ask their teacher? Is there anything they think would help them?

At the meeting

- Be on time! If you are going to be late, phone ahead to let them know. Allow enough time for the meeting so you do not have to cut the meeting short.
- It is important you know who everyone at the meeting is and their relationship to your child. Introductions should be made at the beginning of the meeting, but if they are not don't be afraid to ask who is who!
- Jargon! Professionals should explain complicated terms and not use abbreviations, but if they do, ask them to explain, it is vital you understand what people are talking about.
- If reports are produced at the beginning of a meeting, ask for time to read them thoroughly before the meeting starts or ask for the author of the report to read and discuss it in the meeting.
- Try to be positive with the professionals and acknowledge the support they have already offered.
- Tick each item from your list as it is discussed in the meeting. Make sure you have discussed everything before the meeting ends. If you are told that the meeting has got to finish and you still have outstanding issues, ask for another date.
- Remember you are a professional – you know your child best.

- Sometimes meetings can be emotional. It is alright to express your feelings, to cry or explain you are angry. However, if this is the case, it may be best to ask to have a break so you can gather your thoughts. Try to discuss your feelings and points in a composed and polite manner.
- Remember, everyone at the meeting is there to support your child and wants to find the best way to do this. People are more likely to listen to what you have to say if you are calm.
- Meetings can be difficult and intimidating. It is often helpful to take a friend or a relative with you for support; if you are having trouble expressing yourself, they can refer to your list and ensure all your points are discussed.
- If you do not agree with what professionals are saying or do not think what they are saying will work, discuss it with them. Ask why they think what they have proposed will work and if you have any suggestions, say that you would like to discuss them.
- You may find it helpful to refer to our [SEN Support in Schools Factsheet](#) so that you are aware of the types of support and processes that can be put in place to support your child.
- Before the end of the meeting it is important to confirm an action plan. Who is going to do what? By when? How will you be kept informed of when actions have been achieved – via email, phone etc? Ensure the 'action plan' is recorded; refer to our 'Meeting Form' at the end of this factsheet.
- Ensure a review date is set – the [SEND Code of Practice](#) states that schools should meet with parents 3 times a year to review their child's SEN Support Plan and progress.
- Ask for a copy of the meeting notes, if you do not agree that they are a true reflection of the meeting, make sure you contact the author and ask for them to be changed. If you do not do this, it will be assumed that you agree with the notes.
- If no meeting notes are taken you may want to write a letter, thanking the person for the meeting and outlining the actions agreed. This way it ensures there is a written record of the meeting and something to refer to at the next review meeting.

Where can I get more information, advice and support?

Milton Keynes Special Educational Needs & Disability Information, Advice & Support Service (MK SENDIAS) can give you:

- Information about SEND support, including information about SEND funding
- Advice about what to do if you are not happy with the support your school is providing
- Support to prepare for school meetings and Annual Reviews.
- Information and advice about your rights to request an EHC needs assessment and support with the process
- Help to navigate Appeals and Complaints procedures
- Information about other organisations, support groups and information services that could help

You can contact us:

- By completing a [referral form](#)
- Via our [website](#) for lots of useful information and factsheets
- To discuss your concerns by **phone** on 01908 254518
- By [email](#), briefly outlining your concerns
- On [Facebook](#)

See below for a **Meeting Form** that you can use to record the meeting details.

Preparing for School Meetings

Meeting Held at:			
Pupils Name:			
Date:			
Meeting Attendees:			
Action:	Who will action this?:	Action/Timeframe/How will I know when it will be done?:	When will it be reviewed?:

Meeting Form – Photocopy if needed.