



NOTES FOR PARENTS CHECKLIST DOCUMENT

Once you have arranged a meeting with your child's class teacher/SENCO send an email attaching the SEN meeting checklist.

(example wording)

Dear Mrs Smith

Thank you for arranging the meeting to discuss Billy's special education needs. Please find attached a checklist of questions that I would like to discuss. I thought that I would send them to you in advance so that you may have time to prepare the appropriate documents.

I look forward to seeing you then.

Kind regards

If you have arranged a friend to attend with you, include this information in your email.






At the meeting, have your checklist with you so that you will be able to go through the questions and make a note of the answers. Try to stay on task and keep to the questions on the sheet. This will ensure that you get all the answers you were looking for and that you don't run out of time without all the topics being discussed. If other issues have arisen between you emailing the SENCO and your meeting, ask that they be discussed at the end of the meeting. They can be added to the Any Other Issues box at the end. If you feel that you have not discussed everything you needed to, ask to arrange another meeting before you leave.

You may wish to complete a One Page profile for your child to share with the school. They may have their own version that they will be able to add your additional information to. That is fine, as long as a plan is put in place, the format is not important. Ensure you share all relevant medical reports. If you have any additional information on supporting your child's specific needs share them with the school. If you have any links to organisations that specialise in your child's condition, share them also.

You may also wish to check out the information on SEN Support funding which can be found on the PATT website.

After the meeting, if any action points have been noted or it was not possible to arrange a follow up meeting, email the SENCO the following day, requesting a date for the follow up meeting and confirming the action points and date the actions should be completed by.

TOP TIPS FOR SCHOOL MEETINGS

-  Emphasise that you wish to work in partnership with the school.
-  Stay on topic, stick to your agenda
-  Focus on the future.
-  Stay calm, stay polite
-  Don't give up!