

# GETTING THE MOST OUT OF MEETINGS



Special Educational Needs & Disability  
Information, Advice & Support Service

## Introduction

If you have a child with special educational needs, you may find that you sometimes have to attend meetings with school staff and other professionals to talk about your child's/young person's needs.

This can be daunting and to make it easier, we may be able to offer support to help you prepare for the meeting or to attend with you.

However, the advice in this leaflet will help you to make the most of any meetings you have to attend. It will give ideas that you may already have thought of and some that may be new to you.

- Make sure you know the time and place of the meeting
- Make sure you know what the meeting is for
- Find out who will be at the meeting
- Ask if there are any reports you can read before the meeting
- Listen to your child's/young person's views
- Try to have an idea in your mind about what you would like to get out of the meeting
- Make some notes about the points you would like to raise at the meeting

**You can write other reminders here:**

- Make sure you know who everyone at the meeting is and what their job is
- If people use unfamiliar words, ask them to explain them
- If you still don't understand, don't be afraid to ask them to explain it again
- If someone is taking notes, ask for a copy or take your own
- Ask for the name of someone you can contact in the future
- Ask the person who chairs the meeting to repeat all the decisions at the end of it and to have these put in writing
- If another meeting is arranged, make sure you are clear about the day, time and place
- Try to do anything you agreed to do
- If you are unsure of anything discussed at the meeting, make contact as soon as possible with the person involved

**What has been agreed?**

**Who will do it?**

**When will they do it?**

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## Further Information

Central Bedfordshire SENDIASS



0300 300 8088



[sendiass@centralbedfordshire.gov.uk](mailto:sendiass@centralbedfordshire.gov.uk)



[www.centralbedfordshire.gov.uk/parentpartnership](http://www.centralbedfordshire.gov.uk/parentpartnership)



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