

Special Educational Needs
and Disability Information,
Advice & Support Service

sendiass

in Suffolk

Making Meetings Matter



Information,
Advice & Support
Services Network
for SEND

www.suffolksendiass.co.uk

Before the meeting:

- Find out who will be at the meeting.
- You may like to bring a friend or relative for informal support (It's helpful to let the school know).
- Ask if there is any new information that will be shared at the meeting that you can read beforehand.
- Think about what you would like to get from the meeting. Is there any information that you need?
- Make some notes to help keep you focussed including:
 - Your key questions/concerns (use the SENDIASS Planner)
 - Any positive ideas you may have yourself
 - Any strategies which are likely to make the situation worse.
- Your emotions are likely to be raised because this involves your child but remember the meeting will go better if you remain calm.

During the meeting:

- Make sure everyone introduces themselves and you are clear about their roles and responsibilities.
- Check the finishing time of the meeting.
- If anyone is going to take notes ask for a copy, or take your own notes. Action points particularly should be recorded and agreed before the meeting ends.
- If anything is said which you do not understand, ask for an explanation
- Try to focus on solutions, you could use questions such as:
 - What can we do to move this forward?
 - Is there a strategy which could be put in place?
 - Do you have any ideas of what could help?
 - What could make this better?
 - What support could the school offer?
 - What could I/we do to support?
- If your concerns have not all been discussed ask how this might be followed up (phone call? Email? Or further meeting?).
- Agree a date to check on progress and ask for the name of someone you can contact in the future.



After the meeting

Following the meeting you should know:

- Who is going to do what and when
- How the action points are going to be reviewed
- How any other issues are going to be followed up
- Who to contact if you have any questions

If, after the given timescales, the situation has not improved:

- It may be that the strategies in place are not successful and that something else needs to be tried
- It may be that agreed actions have not happened

If you are not happy, speak to:

- The Headteacher and, if you still feel unhappy, you can ask to see or speak to a governor or governors at the school.

The school will have a complaints policy for when you want to take things further.



The SENDIASS Planner

Use this side of the form to describe the most important issues or to record the actions in your meeting.

What do you see as the important issue?	The agreed action	Who and When?
1.		
2.		
3.		
4.		

REVIEW

how will this meeting be reviewed? Date and time of next meeting if required.....

Further Information

View our other information leaflets and resources at www.suffolksendiass.co.uk/leaflets



Information: You may find it helpful to look at our other leaflets and information on our website, social media channels and through our workshops and courses.



Advice: We provide unbiased information and advice about what the law says, the local authority's policies and procedures, and about the policy and practice in local schools or other settings.



Support: We can help you by listening to your views and concerns, and working with you to explore your options.

Useful Links

Activities Unlimited (short breaks and leisure activities for disabled children and young people up to age 25 in Suffolk)
www.activities-unlimited.co.uk

Anglia Care Trust (local SEND mediation services)
www.angliacaretrust.org.uk

Contact (for families with disabled children) www.contact.org.uk
Child Law Advice (education law advice for families)
www.childlawadvice.org.uk

Council for Disabled Children (umbrella body for the disabled children's sector) www.councilfordisabledchildren.org.uk

SEND Code of Practice (explains the statutory duties of schools and local authorities) www.gov.uk/government/publications/send-code-of-practice-0-to-25

SEND Tribunals Service (organisation responsible for handling claims)
www.justice.gov.uk/tribunals/send

The Source (for young people in Suffolk) www.thesource.me.uk

Suffolk Local Offer (for the full range of services and support for children and young people with SEND) www.suffolklocaloffer.org.uk

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Providing confidential and impartial information, advice and support to help children, parents and young people take part in decisions that affect their lives.



www.suffolksendiass.co.uk



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01473 265210



ADVICE4ME to 87007



If you need help to understand this information in another language please call **03456 066 067**.

Se precisar de ajuda para ler estas informações em outra língua, por favor telefone para o número abaixo. 03456 066 067	Portuguese
Jeżeli potrzebujesz pomocy w zrozumieniu tych informacji w swoim języku zadzwoń na podany poniżej numer. 03456 066 067	Polish
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