

## Pre-meeting template email to confirm and check arrangements

The statements in blue are choices for you to decide or extra information which you may like to include.

Dear .....

Thank you for offering me the chance to meet with you on ..... *(day, date and time)*

This email is just to check my understanding of the meeting so we can both prepare.

I believe we will be *(exploring/discussing/agreeing.....)* and we may need *(eg an hour/15 minutes)*

I am expecting to meet with ..... *(eg the Headteacher/SENco/ Head of Year)*

If you are inviting any others to the meeting, could you please let me know who they will be, and their roles?

My child and I would find it easier to take part if you could .....

Our main questions/concerns are *(keep this brief – bullet points are best):*

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Will there be any new information shared at the meeting which I could access in advance? This will help me to prepare and take part.

Please let me know if I have misunderstood the purpose or arrangements for our meeting and explain what you were expecting, so that I can prepare.

I look forward to meeting with you *(date and time.)*

Yours sincerely/Kind regards

If the school has offered a date for the meeting which does not work for you, you may prefer to start the email like this:

Dear .....,

Thank you for offering me the opportunity to meet with you on ..... (day, date and time).

I am keen to meet with you but am unavailable on the day you suggest.

I am suggesting some alternative dates and times when I am free and am hoping that one of these might suit you...

*(Suggest several dates and times as you can to increase the chances of the school or LA having matching availability.)*