

10 top tips for successful school meetings.

You may have asked for a meeting or school
may have invited you to join one.

Here are 10 top tips...

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Tip 1:

Ask who has been invited to join the meeting and will be there.

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Tip 2:

Get help to write down the key points you would like to cover, what's important for your child's school to understand.

Is there anything that's happened at home that you would like them to be aware of.

Positive things can be included as well as concerns.

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Tip 3:

If possible, take a supportive friend/ family member and let school know so they can check the room is suitable.

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Tip 4:

At the start of the meeting you can ask if notes will be taken. You could say notes would be helpful for you to return to the key points and actions.

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Tip 5:

At the meeting there should be a space for you to share your thoughts and views and any concerns. You are an expert on your child and your views should be heard. You can share the positives about your child too.

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Tip 6:

You might want to take a copy of a support plan for your child and if you have them, reports by professionals who are helping your child.

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Tip 7:

Do ask people at the meeting to explain anything you are unclear about.

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Tip 8:

Ask how school will get in touch with you.
Agree the best way for you to be contacted.

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Tip 9:

At the end of the meeting you might ask if it would be useful to have a follow up meeting and set a date. And if an important person couldn't attend, ask if they could attend future meetings.

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Tip 10:

Following these steps can help create partnerships with schools to get the best outcome for your child and get a deeper understanding of their experience of school in place.