

sendiass

NORTH YORKSHIRE

Information,
Advice & Support
Programme

Confidence in Meetings



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 focused including:
 - Your key questions/concerns
 - 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.
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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?
- Agree a date to check on progress and ask for the name of someone you can contact in the future.
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After the Meeting

Following the meeting you should know:

- Who is going to do what and when?
- How are the action points going to be reviewed?
- How are any other issues 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.



Useful Links

Ace Education (independent advice and information on state education in England.)

Child Law Advice (education law advice for families)
www.childlawadvice.org.uk

Collis Mediation Ltd (mediation and disagreement resolution service)
www.collismediationltd.com

Contact (for families with disabled children) www.contact.org.uk

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

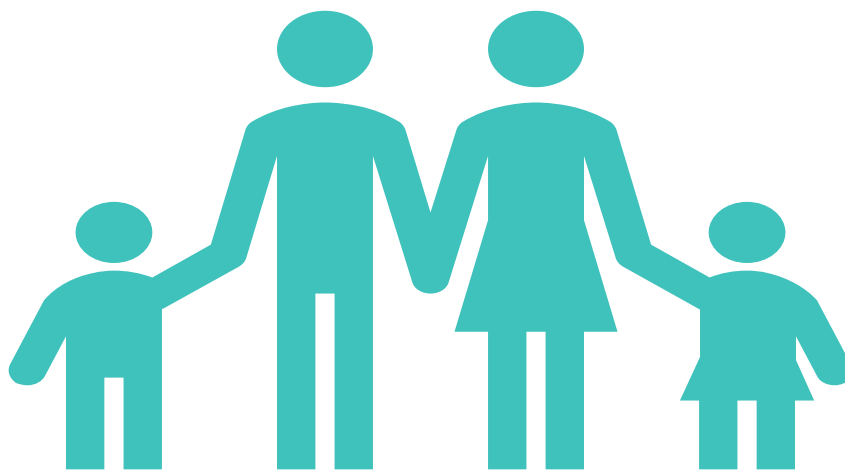
IASS (information, advice and support services network)
www.cyp.iasnetwork.org.uk

IPSEA (national charity providing legally based information advice and support)
www.ipsea.org.uk

Our Website www.sendiassnorthyorkshire.co.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



If you would like any further information please see the links below to our website and social media pages.

Alternatively, if you would like some extra support for your child/young person you can call or email our Advice Line service on 01609 536923 or info@sendiassnorthyorks.org.uk

Our Advice Line is open 9:30-1pm Monday to Friday during Term-Time and 9:30-1pm Tuesday and Thursday during School Holidays.



Information



Advice



Support



Education



Rights



EHC Plans



www.sendiassnorthyorkshire.co.uk



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