



PRE-MEETING TEMPLATE EMAIL TO CONFIRM AND CHECK ARRANGEMENTS

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

Dear (.....),

Thank you for offering me the opportunity 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 that the purpose of the meeting is to (.....)

I am therefore expecting that we will be discussing the following (.....)

I anticipate that we may need about (enter time scale) for our discussions.

I have the following questions/ I would like to explore/ find out about the following):

I am expecting to meet with (e.g. the Headteacher/SENco/Class Teacher).

If you are inviting any other staff members/practitioners to the meeting, could you please let me know how many people I can expect to meet with and their roles?

If I am meeting with several people, I would like to bring someone to support me to help me focus and process information.

Will there be any new information shared at the meeting which I could access in advance? This will help me to participate better in the meeting (and I will be able to share this with my partner and gain his/her views and questions).

(This email is also your opportunity to share if you have any needs which the school or LA could adjust for. For example, would it be easier for you to be seated on adult chairs in a primary classroom meeting? Would it be easier to hear, or be less

distracting, if the meeting took place in a quiet part of the school or somewhere your child is unlikely to see you?)

Thank you for your time and I look forward to meeting with you (date and time.)

Kind regards,

(Your Name)



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).

Unfortunately, I am not available at the time you suggest.

I am keen to meet with you, so I am suggesting some alternative dates and times for when I am free (.....). I hope that one of these might suit you.

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

Thank you for your time and I look forward to hearing from you.

Kind regards,

(Your Name)