

sendiass

NORTH YORKSHIRE

Leaflets and Factsheets

Attending a Meeting

www.sendiassnorthyorkshire.co.uk

Asking for a meeting:

You have the right to ask for a meeting with any of the professionals involved with your child/young person. There are lots of different reasons that you might want to ask for a meeting and these may include concerns about:

- Your child's progress
- How any special educational needs/disabilities (SEND) needs your child may have are being met
- Your child being bullied because of their SEND needs
- Your child's behaviour, how it is being managed and the impact on their education

The SEND code of practice states:

6.65 - Where a pupil is receiving SEN support, schools should talk to parents regularly to set clear outcomes and review progress towards them, discuss the activities and support that will help achieve them, and identify the responsibilities of the parent, the pupil and the school. Schools should meet parents at least three times each year.

Who do I meet with?

The first step would be to arrange to meet with your child's class teacher to talk through your concerns. It is a good idea to ask for a meeting rather than just try to catch the teacher at the start or end of the school day when they are busy.

If you are still concerned after you have spoken to the class teacher, or you feel your child needs more support, you could ask to meet with the Special Educational Needs Coordinator (SENCo). They have responsibility for what happens on a day to day basis in the school for pupils with SEND (Special Educational Needs and/or Disabilities) and also provide advice to other teachers in the school to help all pupils with SEND to make progress.

How do I organise a meeting?

You can request a meeting by calling, emailing or writing a short letter to the school that includes who you want to meet with, the issues you would like to discuss and times and dates you will be available.

You could use this email template to ask for a meeting by copying and pasting it into an email to the school.

Email Template:

Dear SENCo (Name of SENCo if known)

(Child/young person's full name and date of birth)

My child is currently in (Year) and I would like to arrange a meeting with you to discuss my concerns regarding their academic progress and special educational needs.

Or: (Child/young person's name) is having difficulties with (describe difficulties you feel your child is experiencing that are currently undiagnosed). Therefore, I would like to meet with you to discuss my child's needs and to work with the school and find out how they can be best supported.

I look forward to hearing from you regarding a meeting date (add in which days or dates would suit you or that need to be avoided).

Kind regards
(Your name)

Before the meeting:

Before the meeting, it may help to find out who will be at the meeting. Ask the person running the meeting what they do and what their role is. Find out what will be discussed at the meeting and how long it will last and where and when the meeting will be held.

Ask for an agenda (what will be discussed) and, if you think it would be helpful, a copy of the most recent paperwork which shows the support that your child is getting at the school/setting – this is often called a pupil passport or profile, individual education plan, individual support plan or provision map. You can have a look at the paperwork before the meeting and make any notes that you might find helpful.

Ask if there is any new information that will be shared at the meeting. If so, could you have a copy to enable you to read it beforehand. You may wish to take someone with you to the meeting for support (a friend, relative or supporter). Let the person organising the meeting know in advance who you will bring with you.

Preparing for the meeting

It is a good idea to make a list of important issues you would like to talk about. Write a list of things you want to say and questions you want to ask to take along to the meeting.

Think about the following and make some notes to help keep you focussed in the meeting.

- What concerns do you have?
- Think about how your child communicates and interacts with other people.
- What level are they working at and if they are making progress?
- Do they have sensory or physical needs?
- Are there social, emotional and/or mental health needs?
- Are there needs around being independent and looking after themselves?
- What support do they currently access? Are there any groups or interventions in place?
- Are there concerns around friendships?
- What would you like to get from the meeting? Is there any information that you need them to give you?
- Are there any other services that you would like to be involved, either with your child or with you as a family?
- Are there specific things that you want to happen as a result of the meeting?
- What will happen if things do not start to improve
- When will the next review meeting be held?

It can also help to write down the description of your child's abilities and celebrations as well as what difficulties you think he/ she may be having. You can also think about any positive ideas you may have yourself that you would like to share with the school, or any triggers or strategies which are likely to make the situation worse.

- Are there any strategies that school are using that need to be replicated at home?
- What should you take with you?
- Your list of questions, views and concerns
- Note pad and pen
- Any reports or medical letters you have that may be useful
- Other useful information (e.g. own research)

Your child's views (if appropriate)

You may want to share how your child is feeling about how things are going for them at school or at home. If you think that this would be helpful, you could talk through some of the questions below with them, to give some more information about their needs.

- What do they enjoy?
- Do they have any worries?
- Is there anything they would like to ask their teacher/s?
- Is there anything they think would help them?
- Is there anything that is not helping them?
- What would they like to change?

During the meeting:

- Make sure everyone introduces themselves and you know what their job is in school. If this doesn't happen say you do not know everyone present and could people introduce themselves.
- Has everyone come who has been invited? If not, will it – and should it – carry on?
- Check the finishing time of the meeting. Does anyone need to leave the meeting early?
- Ask if anyone is going to take notes (and ask for a copy to be sent to you), or take your own notes. It may be a good idea to bring someone with you to write these down.
- Read through the questions and points that you would like to discuss. It is important that any agreed actions and a time scale are written down before the meeting ends and that everyone understands what has been discussed.
- Share your child's views if they have given them.
- If your concerns have not all been discussed ask how this might be followed up (phone call, email or a further meeting?).
- Is there anything that has been said that you do not understand? If so, ask for an explanation.
- Agree a date to check on how things are going and ask for the name of someone you can contact in the future.

After the meeting:

Following the meeting you should make sure you know the following.

- Did you have the opportunity to say what you wanted to say?
- Are you clear about the outcome of the meeting?
- Do you understand what will happen next? Do you know who is responsible?
- Do you know what the follow-up arrangements are?
- Do you know what you need to do next?
- Do you know who to contact if you need help or if you are not clear about anything?
- Do you have a date for the next meeting booked in?

It may be that what is put in place after the meeting is not successful and that something else needs to be tried, this is why it is important to make sure a follow up meeting is booked in with the school.

Later on, if you are not sure that the actions that were agreed in the meeting have taken place you can ask to speak to the SENCO or Headteacher. 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
- **IASSN** (information, advice and support services network) www.cyp.iassnetwork.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

sendiass NORTH YORKSHIRE

Special Educational Needs and Disabilities
Information, Advice and Support Service

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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