

Working together to help your child



Who to talk to and preparing for meetings



What if I have a concern about my child's progress?

- ◆ Meet with your child's teacher to discuss your concerns
- ◆ Ask to meet with the Special Educational Needs Co-ordinator (SENCO) who is the teacher at your setting responsible for SEN
- ◆ You can talk to your child's Head of Year or the Head Teacher
- ◆ You can contact the Governor who has responsibility for special educational needs (SEN) in school. You can do this by contacting the School Secretary.
- ◆ You can look at the SEN Information Report available on the settings website

Before talking to anyone it is helpful to think about what you want to say and ask. Making some notes will help you remember. See our notes page in back of booklet

Norfolk SEND Partnership has produced some booklets about helping children in school, pre-school, nursery and playgroup. These are all available to download on our website

www.norfolksendpartnershiass.org.uk

or you can call us for a hard copy



Asking for a meeting with teachers or other professionals

- ◆ Explain clearly your reasons for requesting a meeting
- ◆ Arrange a time and place that is convenient for you and the other people who are attending.
- ◆ If the meeting is at school, you may like to have a copy of the school's Special Educational Needs Policy. This should be available on the school's website.

What if I didn't request the meeting?

Find out:

- ◆ Who has arranged the meeting
- ◆ What the meeting is for and if there is an agenda (items to be discussed)
- ◆ Who will be there and who can you bring with you
- ◆ If you have all the information you need before the meeting, for example, copies of any reports or papers.



What can I do to prepare for the meeting?

- ◆ Make a note of things you wish to discuss or questions you might like to ask
- ◆ Think about who is going to be there and if you would like to take somebody with you for support
- ◆ Ask your child for his or her views
- ◆ You may wish to discuss with the person organising the meeting whether your child should attend all or part of the meeting. If this is not appropriate you can encourage them to write, draw or communicate how they are feeling in whatever way they can.
- ◆ Read through anything you may have been sent. If there is anything you don't understand or disagree with, make a list of questions.
- ◆ Think about what you want from the meeting and what is the desired outcome
- ◆ Focus on the future
- ◆ Write a list of what your child enjoys, dislikes or finds difficult about school
- ◆ See our mini planner on the back of this leaflet or download our meeting planner on our website

At the meeting

- ◆ Make sure you are comfortable in the room where you are meeting
- ◆ Before the meeting begins, make sure you (and your supporter) are introduced to everyone and that you know what their role is and why they are there
- ◆ Ask for any unfamiliar words to be explained
- ◆ You can ask anybody who is taking notes or minutes if you can have a copy. This may help you to be clear who is doing what and when
- ◆ Ensure all issues you wanted to discuss have been addressed
- ◆ Make sure the main points are summarised and recorded at the end of the meeting to ensure everybody understands what has been agreed

After the meeting

- ◆ You may like to write a letter to confirm what was decided and when you will be meeting again
- ◆ If the actions agreed in the meeting do not happen, remind the people responsible what was agreed
- ◆ If you feel another meeting is needed you can ask for one

If you would like further advice or support please contact us

Norfolk SEND Partnership

01603 704070

YOUR NOTES



Mini Meeting Planner



Name of Child:..... Date:.....

Important Issues to discuss

Agreed actions

By who and when



We also:

- ◆ Produce a newsletter each term
- ◆ Have information leaflets available on our website
- ◆ Ensure the views of children, young people and parent/carers are represented when influencing SEND policy and practice

Contact us:

Norfolk SEND Partnership

Information Advice and Support Service

148 Woodside Road

Norwich NR7 9QL

Office Hours 9am-5pm Mon-Fri

Tel: 01603 704070

Email: sendpartnership.iass@norfolk.gov.uk

www.norfolksendpartnershiass.org.uk



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