

## PREPARING FOR MEETINGS

When you fix the meeting with your child's teacher, you may find it helpful to ask to have the teacher with responsibility for special educational needs (the special educational needs co-ordinator – the SENCO) there as well.

### **Before the meeting:**

- Ask the head for a copy of your child's school record. You and your child have a legal right to a copy, but it can take up to three weeks for the school to give it to you. Do not delay any meeting just because you have not got your child's record.
- Give the school a list of questions beforehand – there is nothing worse than having to wait while the school finds out the answers to your questions
- Ask to see the school's special educational needs policy before the meeting and make a note of any useful points. The policy must explain what the school does for children with special educational needs and how they work with parents.
- Read through your child's record and mark everything you agree or disagree with or do not understand. Take the marked record to the meeting.
- Ask for an interpreter if necessary.

### **Tips for the meeting**

Take the letter and any other lists of worries, questions and points to the meeting. Do not be afraid to go back to a point if you feel it has not been fully sorted out.

Make a note of all the main points made at the meeting. Send a copy of your notes to the school to make sure everyone is clear about what has been agreed.

A lot of education talk and jargon can be confusing so if you do not understand anything - ask. It is your 'right' to understand everything that is said about your child. So if you still do not understand - ask again!