



Parent Carer Contributions to Planning/Review Meetings

Things to think about before a meeting

GUIDANCE

Planning

1. Understand the type of meeting you're attending

What sort of meeting is this?

- Is it part of the Assess, Plan, Do, Review cycle?
- Is it an Individual Education Plan meeting, looking at short-term goals and progress over a term or two?
- Is it an Annual Review meeting looking at the last year and the year ahead?
- Is it an EHC Planning meeting looking at long-term goals until the next Key Stage?

2. Get the right people to the meeting

Who would you like to attend the meeting?

- Is there someone you'd like to take with you?
- Which professionals would be valuable at the meeting?

Preparing

3. Read other people's opinions

Do you receive reports about your child?

- Has the setting sent you any reports to read?
- Have other professionals involved with your child sent you reports?
- Have these other professionals copied their reports to the setting? If you have some new information – remember to take it with you to the meeting.

Writing your Contribution

4. Think about your child's progress in 4 main areas of special need:-

- a) **Cognition and Learning** (How much your child understands. How well your child remembers things. What skills they have. How motivated s/he is. What their attention span is like)
- b) **Communication and Interaction** (How your child tells people what s/he wants. How well your child listens and takes in what is said to them. How your child relates to adults, other family members, friends and peers)
- c) **Social, Emotional and Mental Health** (How your child copes in social situations. How your child copes with his/her emotions. How anxious and fearful s/he is. What their self-esteem is like)
- d) **Sensory and Physical** (How your child is affected by any hearing or sight loss. How your child is affected by any sensory processing disorder. How your child is affected by any physical impairment. How self-sufficient they are)

For each area of special need, you should write down:

- What has gone well, since the last review?
- What has not gone so well, since the last review?

Continued:-



5. Think about what should happen next (over a term, a year, a Key Stage - depending on the type of meeting)

Before the meeting write down the following so that you are ready for the discussions at the meeting:-

- What your child wants to do – the Aspiration
(For example: go to the corner shop by themselves, and buy something)

- The skills/steps needed to make this happen – the Outcomes
(For example: be able to - understand & use money; cross the road safely; talk to strangers; know what conversation to have; use a mobile phone; remember the way home)

- The sort of help to put in place to reach the outcomes (from Education, Health and Care) – the Provision
(For example: lessons about handling money; training on road safety; opportunities to practice; learning the route)

6. Think of any changes you need to tell the setting

- Have any of your/your child's personal details changed (eg. address, phone number)?
- Have there been any changes at home / in family life / with your child?