

Preparing for SEND meetings

A guide for parents and carers

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How can this guide help?

If your child has **special educational needs (SEN)** or a **disability**, you may be invited to meetings about their support at school, in healthcare, or with other services.

This guide will help you **feel more confident and prepared** so you can get the most from the meetings.

Getting organised

Asking for a Meeting

You can ask to meet any professional working with your child — like a teacher, doctor, or keyworker.

Ask yourself:

- What do I want to talk about?
- Who do I need to talk to?
- How can I arrange the meeting?
- Do I need any extra help to go?

Who to contact

Problem	Who to Talk To
School concerns	Class teacher or SENCO (Special Educational Needs Co-ordinator)
Health issues	GP, paediatrician, or specialist nurse
Multiple services	Ask your keyworker or lead professional to help set up a meeting

How to arrange a meeting

You can contact them:

- **by phone** – call to agree a time,
- **by email** – suggest times that work for you, and/or,
- **through your keyworker if you have one** – they can help plan the meeting for you.

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Ask for extra help if you need it

- **Disability support** – Let them know if you need help with access, hearing, or sight.
- **Language help** – You can ask for an interpreter if English isn't your first language.

Ask for these as early as possible!

Helpful tools to stay organised

Keep a diary

Write down:

- Date
- Your concerns
- Difficulties or progress
- Who you spoke to and what was said
- Any changes in your child's mood, health, or behaviour

Start a File or Folder

Keep copies of:

- School reports and letters
- Medical documents
- Emails or letters from professionals
- Any letters you've sent

Put them in date order to make things easier.

Getting ready for the meeting

- Find out what the meeting is about – Ask if you're not sure.
- Ask who will be there – You can ask for someone specific to be invited.
- Read reports – Go over any documents sent to you beforehand.
- Make a list – Write down questions, concerns, and what you want to say.

During the meeting

Be clear and ask questions like:

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- What support is my child getting now?
- Is it written down in a support plan?
- Is the support working? How do we know?
- What happens next?

Questions you might want to ask:

- Is my child on the SEN Register?
- Do they have an individual support plan?
- What assessments have been done?
- Is there extra help from a TA or teacher?
- How often is support given?
- Are specialist services helping (e.g., psychologist, CAMHS)?
- How is progress measured?
- Can I do anything to help at home?
- Will the school request an EHC needs assessment?

This is just a guide — ask what feels right for you and your child.

Include your child's voice

Ask your child:

- What do they enjoy at school?
- What's hard for them?
- Do they want you to tell the teacher anything?

Take someone with you

- A partner, friend, professional or relative can come with you.
- They can take notes and help you remember what was said

Final tip...

It's OK to feel nervous. Being prepared, asking for help, and taking someone with you can make a big difference. You are the expert on your child, and your voice matters.