

## Summary: Chapter 7 - Attending meetings

All meetings need to be carefully planned for, easy to access and purposeful. An agenda should be provided, and parents can ask to add to it.

Parents will need information and support so that they are confident to take part in meetings. Schools must be welcoming and accommodating.

Parents need to find out what the meeting is about, who is coming to the meeting, and plan what questions to ask and what information to bring along.

Parents should make sure all their child's paperwork is sorted out so that they can bring along any relevant reports to the meeting.

Supportive Parents can help with preparation and planning for the meeting. We may also be able to attend in support of parents.

Children should be invited to meetings as appropriate, and supported to contribute.

Meetings should be free of jargon and notes should be taken and provided to all who attend. Notes should include agreed actions and how to measure if the help has been effective.

If meetings go wrong, parents need to know where to go for more help and information.