

## **Preparing for a virtual or telephone meeting with a Professional**

If you are going through an EHC assessment or re-assessment you may be invited to have a Professional meeting with an Educational Psychologist, Speech and language therapist or any other Professional in order for them to gather advice as part of the assessment.

Usually, these meetings would be held at an education or a therapy setting but at the moment this is not possible, so in exercising their reasonable endeavours duty, Professionals are offering these meetings via telephone or video conferencing methods.

In order to help you to prepare for these meetings you might wish to consider the following before the meeting takes place:

- Try to arrange the meeting at a time when you know your child or young person may be less demanding on your time. Perhaps afternoons are calmer or they are easier to distract for example.
- Spend a little time before the meeting noting down your concerns, observed behaviours, strategies you have tried (what works, what doesn't), things you feel he or she particularly struggles with and what you would like to change. Write down any questions you want to ask too.
- If your child or young person is able to attend the meeting spend a little time with them to help them prepare their views; their strengths and interests, things they find difficult and what they would like to change. If it isn't possible for them to share their views, make sure you have noted these things down on their behalf.
- Consider if you have someone else in the house who could take some notes for you during the meeting if it is not possible for you to make some yourself.
- If possible, find a quiet space in the house and turn off all other background noise so that everyone in the meeting can hear.
- Don't feel pressured to download video conferencing software. It is ok to ask for a telephone meeting if you would prefer.
- If you are having a video conference, test your hardware. Most video conferencing apps will help you test your microphone, webcam and speakers to confirm they are working. Check their settings menu if you can't spot the tests straight away.
- If you have to keep the meeting short because there are too many distractions for you or your child, ask if you can have a follow up meeting another time.
- Remember this is your opportunity to share your views, thoughts and feelings about your child's development so do raise any points you have prepared and share them.

**If you would like further information, advice or support please don't hesitate to call us on  
0117 989 7725.**