



## Preparing for Meetings with school staff or other professionals

This information sheet provides a list of things to consider when preparing for and attending meetings about your daughter/son.

### Before the Meeting

- Ask what the purpose of the meeting is and who will be attending (if you have not asked for the meeting)
- Find out how long the meeting will be for
- Ensure you have the correct date and where the meeting will be
- Write down any questions / issues / points you would like to raise. You could send these to the person who has organised the meeting before the meeting.
- Prioritise the questions / issues / points you would like to raise in the order of the most important (in case there is not enough time to go through all the points at the meeting)
- Ask your daughter/son if they would like to attend the meeting & write down their views to be brought up at the meeting.
- Put together any information (such as reports / assessments) you may like to be discussed at the meeting – these could be sent to the meeting organiser before the meeting.
- Think about what outcomes you want to achieve from the meeting.
- Invite a friend / family member / advocate, if you think this would be a helpful

### At the Meeting

- Take a note pad so you can write down notes
- Ask for the names and the roles of everyone who is at the meeting (if this has not been done at the start of the meeting).
- Make sure, the person who organised the meeting has the relevant documents (e.g.: reports / assessments) if available.
- Ask who will be taking the notes(minutes) of the meeting (if this is unclear).
- Ask for clarification(explain) of words that are not clear.
- Double check any information/advice given by professionals (if given) so that you are clear
- Be clear on any action points discussed and who has agreed to do what and by when.
- Ask to be sent a copy of the meeting notes (minutes) taken.
- Ask what will happen next (e.g., further meeting?)



## After the Meeting

- Check through your notes and highlight action points/any dates
- Talk to your daughter/son about how the meeting went and what was agreed.
- Contact the meeting organiser if you have not received notes.
- If minutes were not taken (although good practice to do so) you could consider emailing the points/actions, you noted to the meeting organiser and anyone else who attended the meeting.

## How to contact us:

**Call back service: 020 8871 8065**  
(24-hour answer machine)

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