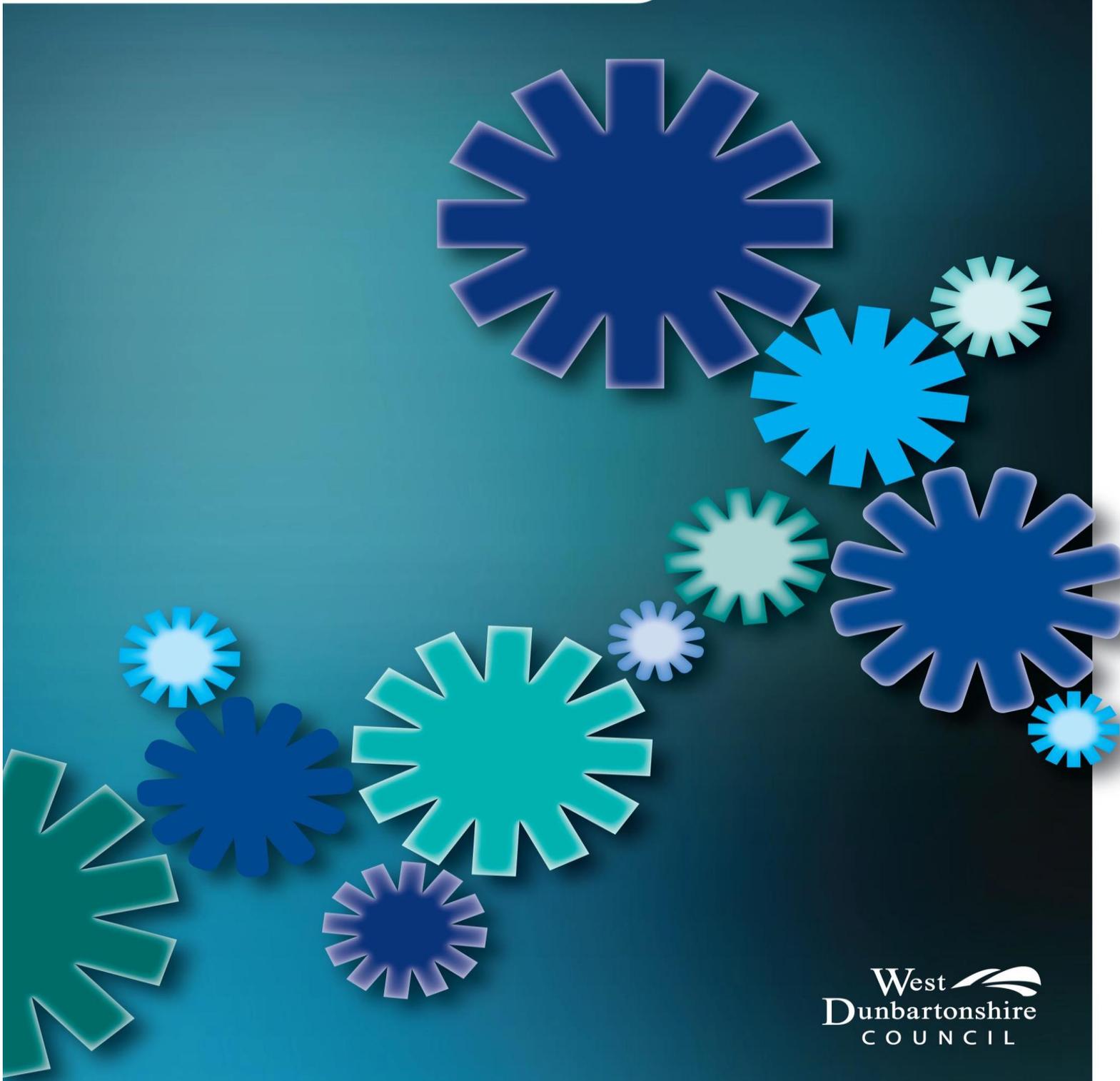


## EDUCATIONAL SERVICES

# A guide to: Going to Meetings to Discuss Your Child

Amended December 2015





## **A Guide to: Going to a Meeting to Discuss your Child**

The law says that both young people and their parents have the right to have a say in decisions about their education. One of the ways that parents or young people can have a say is by going to meetings with their teachers, professionals and anyone else who helps to support their child at school.

Meetings can be a one-to-one chat with a teacher/key worker or can involve lots of people. Your views are very important. Schools try to make meetings as easy as possible for parents, carers and young people to feel properly involved.

Going to a meeting can be a daunting prospect but remember:

- that everyone has the best interests of your child at heart.
- It's your chance to talk about how your child is getting on and whether they're getting the right support at school or in their early education and childcare centre.
- It will help you find out what's happening and what decisions are being made and why.
- You and your child have the right to be heard and going to meetings is one of the best ways to do this.
- Don't be afraid to speak up.
- Everyone will benefit from you being there.

## **Before the meeting...**

Find out who's in charge of the meeting, usually the Pupil Support Co-ordinator in the school.

Ask what the meeting will be about, who will be there and how you can be part of it. There should be a reason for each meeting and the letter inviting you should say what this is. If you are not sure why the meeting is being held or you would like to change what is being discussed talk to the pupil support co-ordinator beforehand.

Think about what you would like to say at the meeting. You might want to jot down a few notes or questions and bring these along so you don't forget them.

You are able to have someone to help you. You can get help from a friend, supporter or advocate. They can help you to talk through what you want to say and write it down for you. They can also come to meetings with you. (see: A Guide to Getting Help and Resolving Disagreements).

Ask for a time and place for the meeting that suits you. Schools and Early Learning and Childcare Centres (ELCC) will do their best to change this if you find it difficult to go at the time and place in the letter. However, it can be difficult to change the date and time of a meeting at the last minute if there are a lot of people coming along.

Meetings will usually be held in your child's school or ELCC, if you have difficulty with this please let them know.

## **Others at the meeting**

Professionals from Health or Social Work may attend the meeting. There may be an Educational Psychologist there too. Where appropriate your child may attend part or all of the meeting. The school or ELCC will be able to tell you who is going to be there. If you are not happy about who is going to be there, or feel someone important has been left out, let the school know as early as possible.

## **During the Meeting:**

- Listen to others and feel free to ask questions (for example if someone says something you don't understand).
- Give yourself and others time to think before speaking.
- At any time, if you feel you need time out to collect your thoughts just ask.
- Ask how you will be kept informed in between meetings

During the meeting thoughts may occur to you but you don't have a chance to express these. You could jot them down and raise them at the end of the meeting. You will be given an opportunity to add anything at the end of the meeting.

## **After the meeting**

You are welcome to phone the school and ask how things are going or if there is updated information. Don't feel you have to wait for the next meeting to ask questions. Pick up the phone, or call into school and ask to speak to someone.

Think about what was said and what decisions were made. Are you happy about what happened or are there issues you still want to talk about?

If you feel that there was something you meant to say during the meeting but didn't then you should let the person who led the meeting know.

Meetings always have notes made about what was said at them and you will receive a copy of these notes. If you do not, ask the school about this. Check the notes of the meeting to make sure you are happy with what has been written. If there is anything you disagree with get in touch with the school.

### **Special Arrangements**

If you need translation either at the meeting or for the notes, please let the school know before the meeting. You should let the school know about any specific requests or arrangements which can help you and/or facilitate communication. Schools and ELCCs will do their best to make you feel comfortable and welcome.

**Further information can be obtained from**

**Enquire**

[www.enquire.org.uk](http://www.enquire.org.uk)

**Scottish Government**

[www.scotland.gov.uk/Topics/Education](http://www.scotland.gov.uk/Topics/Education)

**Education Scotland**

[www.educationscotland.gov.uk/supportinglearners/additional-supportneeds/index.asp](http://www.educationscotland.gov.uk/supportinglearners/additional-supportneeds/index.asp)

**West Dunbartonshire Council**

<http://www.west-dunbarton.gov.uk/education-and-learning/additional-support-needs>

**Additional Support Needs Tribunal for Scotland (ASNTS)**

[www.asntscotland.gov.uk](http://www.asntscotland.gov.uk)

**Govan Law Centre**

[www.edlaw.org.uk](http://www.edlaw.org.uk)

**Leaflets in this series**

A guide to...

- Accessing Specialist Provision in West Dunbartonshire Council
- Additional Support Needs Legislation
- Additional Support Needs in West Dunbartonshire Council
- Dyslexia
- Getting Help and Resolving Disagreements:
  - Mediation;
  - Dispute Resolution;
  - Additional Support Needs Tribunal for Scotland (ASNTS)
- Getting it Right for Every Child (GIRFEC)
- Going to Meetings to Discuss Your Child
- Staged Intervention
- The Central Support Service
- The Co-ordinated Support Plan (CSP)
- The Pre-school Assessment Team (PreScAT)

**For more information contact: Additional Support Needs enquiries:**

Chris Smith, Education Manager – Children’s Services (01389 737374)  
Anne Marie MacDonald, Central Support Co-ordinator (0141 562 2492)  
Pat Montgomery, Quality Improvement Officer (01389 737443)

**Other formats**

This document can be provided in large print, Braille, audio cassette, and can be translated into different languages.

Please contact:

Corporate Communications, Council Offices, Garshake Road,  
Dumbarton, G82 3PU

本文件也可應要求，製作成其他語文或特大字體版本，也可製作成錄音帶。  
अनुरोध पर यह दस्तावेज़ अन्य भाषाओं में, बड़े अक्षरों की छपाई और सुनने वाले माध्यम पर भी उपलब्ध है

ਇਹ ਦਸਤਾਵੇਜ਼ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ ਅਤੇ ਆਡੀਓ ਟੇਪ 'ਤੇ ਰਿਕਾਰਡ ਹੋਇਆ ਵੀ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ।

درخواست پر یہ دستاویز دیگر زبانوں میں، بڑے حروف کی چھپائی اور سننے والے ذرائع پر بھی میسر ہے۔