

Discussion/Meeting Record

Date:

Present:

Discussion:

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Actions:

Who	To do	By when	Done

Pupil notes: Getting ready for a meeting

What are the good things about school right now?

How do you think you are doing at school?

Are you worried about anything at school?

Is anything at school upset or making you angry?

What sort of things would make school better for you?

What sort of things would make school worse for you?

Can you think of ways you can deal with the difficulties you have at school?

Is there anything you want to tell the teachers?

Are there any questions you would like to ask the teachers?

What sorts of things do you enjoy outside of school?

How can your family help you best?

Who is the person at school you feel you can talk to best if you have a problem?

Soon, you will be having a meeting with your teachers and family; what do you hope will happen at the meeting?

Parent/carer notes: Getting ready for a meeting

What positive things would you like to say about your child?

What are your main concerns about your child?

What seems to work best for your child?

Does anything seem to increase or emphasize your child's problems?

Why do you think your child is having difficulties?

What do you hope school will be able to do for your child?

Is there anything you can tell the teachers to help them understand your child better?

Are there any questions you would like to ask the teachers/SENCo?

Have you found anything outside of school to help your child?

What help do you need from the teachers or other professionals?

How do you think your child views the situation?

What do you hope the meeting will achieve?

Information about:

Date received	What it is	Shared with	Date shared