

# Parent Partnership Service

A service for parents and carers of children and young people with special educational needs

## Confidential Advice Line Link (CALL)

Phone: ☎ 01223 699214

10am – 12noon and 2pm – 4pm

Monday to Friday, Term Time only

E-mail: 📧 [pps@cambridgeshire.gov.uk](mailto:pps@cambridgeshire.gov.uk)

## Newsletters, Training and Website

Phone: ☎ 01223 699211

E-mail: 📧 [ppsadmin@cambridgeshire.gov.uk](mailto:ppsadmin@cambridgeshire.gov.uk)

PPS Website 🌐

[www.cambridgeshire.gov.uk/pps](http://www.cambridgeshire.gov.uk/pps)

Parent Partnership Service,  
Cambridgeshire County Council,  
CC1101,  
Castle Court,  
Shire Hall,  
Cambridge,  
CB3 0AP

We provide an answerphone if a member of staff is not available to take your call.

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Please ask us for copies of this leaflet in Braille, on audio cassette or in a different language.

Prosimy pytać u nas o kopie niniejszej ulotki w języku Braille'a, w wersji audio lub w innym języku.

Prašome mūsų teirautis šio informacinio lapelio kopijų Brailio raštu, garsajuostėje ar kita kalba.

Caso necessite, peça-nos cópias deste folheto em Braille, cassete áudio ou numa língua diferente.

এই প্রচারণার কপি ব্রেইল, অডিও ক্যাসেট বা অন্য কোন ভাষায় পেতে চাইলে দয়া করে আমাদের নিকট অনুরোধ জানান।

شملت زبان میں درکار ہو تو برائے کرم سے درخواست کریں۔

الفاظ کو چھوڑ کر پڑھنے کی زبان میں، آڈیو کیسٹ پر یا کسی

اگر آپ کو اس کتابچہ کی نقل بریل یعنی ہانڈیٹ لوگوں کی

请向我们索取本小册的其他版本，包括盲文、录音带或另一种语言的译本。

Mangyaring hingin kami para sa mga kopya ng polyetong ito sa Braille, sa audio cassette o sa ibang wika.



## Taking the strain out of meetings



Parent Partnership Service

[www.cambridgeshire.gov.uk/pps](http://www.cambridgeshire.gov.uk/pps)

# Taking the strain out of meetings

'All parents of children with special educational needs should be treated as partners. They should be supported so as to be able and empowered to ....make their view known about how their child is educated.'

**SEN Code of Practice 2.2**

## Before a meeting

Think about the following.

- Who is likely to be at the meeting?
- Are there likely to be people you've not met before?
- Where is the meeting going to be held?
- Are there likely to be problems in finding the way there?
- Carefully read through any paperwork that you may have been sent. Make a list of any questions you may have about these papers. Is there anything that needs explaining?
- If anyone is accompanying you to the meeting have a meeting to talk through your ideas first.

- Write a list of points you want to raise at the meeting.
- Decide what is your ideal outcome of the meeting.
- Decide on your limits. What is the most you want and the least you will accept?
- Focus on the future, not on past history!
- It is a good idea to send a list of the points you want to discuss to the school or local authority beforehand (including, for example, suggested amendments to a statement). There may be points that everyone agrees on or even errors. Time will then not be wasted at the meeting.

## At the meeting

- Starting off with areas of agreement sets a positive tone.
- You can always ask for 'time out', particularly if things are getting a little stressful, or you want to discuss something with someone who has come with you.

- You may be asked to speak first. It is perfectly acceptable to ask to speak after others so you can listen to their contributions.
- Make sure you do not leave the meeting until all the issues you wanted to discuss have been raised.
- You can make notes of what has been discussed and agreed. If you have someone with you they can do this.
- To make quite sure you understand what is going to happen, ask the person chairing the meeting to go through what will happen and who will do what.

## At the end of the meeting

- Check through the notes you have made. It may be useful to discuss the main points with others in the meeting to make sure you have the same understanding of what was agreed.