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

Newsletters, Training and Website
Phone: ☎ 01223 699211
E-mail: 📧 ppsadmin@cambridgeshire.gov.uk
PPS Website 🌐
www.cambridgeshire.gov.uk/pps

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

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

Prašome mūsų teirautis šio informacinio lapelio kopiją Brailio raštu, garsauostėje ar kita kalba.

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

This is a copy of an accessible document. If a member of staff is not available to take your call, we provide an answerphone.

Last updated 3/3/2010
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.

At the meeting

- 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 end of the meeting

- 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.

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.