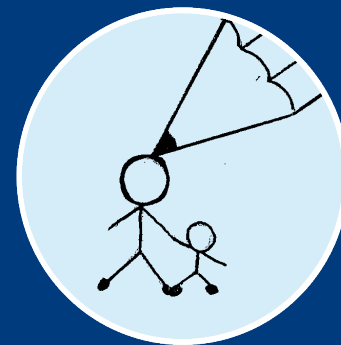


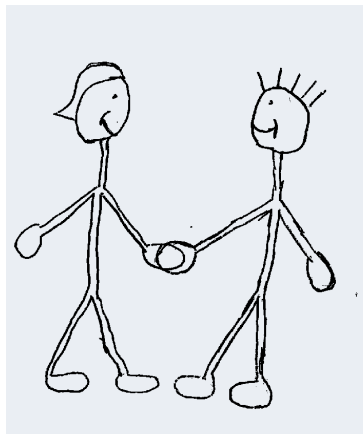
Parent Partnership Service

Getting the best out of meetings



Putting **you** in the picture





This booklet will help you get the best out of any meetings that you may have to attend. It will give ideas that you may already have thought of but, hopefully, some that may be new to you, too.

Introduction

If you have a child with special educational needs, you may find you sometimes have to attend meetings with school staff and other professionals to talk about your child's needs. This can be daunting and to make it easier, we may be able to offer a voluntary Independent Parental Supporter to help you prepare for the meeting or go to it with you. However, the advice in this leaflet will help you to make the most of any meetings you have to attend.

Children from Westfield Middle School, Bedford, drew the illustrations in this series of leaflets.

- Make sure you know the time and place of the meeting.
- Make sure you know what the meeting is for.
- Find out who will be at the meeting.
- Ask if there are any reports you can read before the meeting.
- Listen to your child's views.
- Try to have an idea in your mind about what you would like to get from the meeting.
- Make some notes about the points you would like to bring up in the meeting.

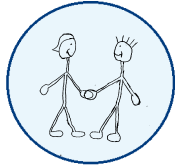
You can write other reminders here:

A small circular version of the stick figure illustration from the first page, showing two figures holding hands.

During the meeting

- Make sure you know who everyone at the meeting is and what their job is.
- If people use unfamiliar words, ask them to explain them.
- If you still don't understand, don't be afraid to ask them to explain it again.
- If someone is taking notes, ask for a copy or take your own.
- Ask for the name of someone you can contact in the future.
- Ask the person who chairs the meeting to repeat all the decisions at the end of it and to have these put in writing.
- If another meeting is arranged, make sure you are clear about the day, time and place.

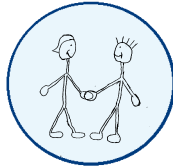
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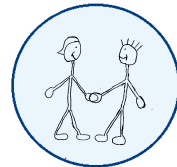


After the meeting

- Try to do anything you agreed to do.
- If you are unsure of anything discussed at the meeting, make contact as soon as possible with the person involved.

You can write other reminders here:





If you need the information in this leaflet in another language or in a special format, such as braille, large print or audio-cassette, please contact us at the address below.

Ky botim jep të dhëna për prindërit që kanë fëmijë me nevoja të veçanta mësimore. Është përgatitur nga Shërbimi i Partneritetit të Prindërve (Parent Partnership Service). Ky shërbim i ofron prindërve përkrahje të besueshme dhe të paanëshme. Nëse këto të dhëna ose këshilla ju nevojiten në gjuhën amtare, ju lutemi të na kontaktoni në adresën e mëposhtme.

এই প্রকাশন বসিবে শক্তিশালী আবশ্যিক হওয়া শিশুদের পতি-মাতাদেবকে তথ্য প্রদান করে। পতি-মাতা অক্ষীদার সবা এইটি প্রকাশ করে। এই সবা পতি-মাতাদেবকে গণোপন এবং পক্ষপাতশূন্য সমর্থন প্রদান করে। যদি আপনাকে নজিরে ভাষায় এই তথ্য অথবা উপদেশের আবশ্যিক, অনুগ্রহ করে নচিরে ঠিকানায় আমাদেবকে যোগাযোগ করুন।

Cette publication offre des informations aux parents d'enfants qui ont des besoins particuliers en matière d'éducation. Elle est publiée par le Parent Partnership Service. Ce service offre un soutien confidentiel et impartial aux parents. Si vous souhaitez recevoir ces informations ou des conseils dans votre propre langue, veuillez nous contacter à l'adresse reprise ci-après.

આ પ્રકાશન વિશેષ શૈક્ષણિક જરૂરિયાતો ધરાવતા બાળકોના વાલીઓને માહિતી આપે છે. એ પેરેન્ટ પાર્ટનરશિપ સર્વિસ દ્વારા બનાવવામાં આવ્યું છે. આ સેવા વાલીઓને ખાનગી અને તટસ્થ ટેકો આપે છે. જો તમને આ માહિતી કે સલાહ તમારી ભાષામાં જોઈતી હોય, તો કૃપા કરીને નીચે આપેલા સરનામા પર અમને સંપર્ક કરો.

Questa pubblicazione informativa è rivolta ai genitori di bambini con necessità educative speciali. Essa è prodotta dal Parent Partnership Service, ente che offre sostegno ai genitori ispirandosi a criteri di riservatezza e imparzialità. Se desiderate ricevere informazioni o consigli nella vostra lingua, potete contattarci all'indirizzo sottostante.

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ਇਹ ਪ੍ਰਕਾਸ਼ਨ ਵਿਸ਼ੇਸ਼ ਵਿਦਿਅਕ ਜਰੂਰਤਾਂ ਵਾਲੇ ਬੱਚਿਆਂ ਦੇ ਮਾਪਿਆਂ ਨੂੰ ਜਾਣਕਾਰੀ ਦਿੰਦਾ ਹੈ। ਇਹ ਮਾਪੇ ਸਾਂਝੀਚਾਰੀ ਸੇਵਾ ਵਲੋਂ ਪ੍ਰਸਤੁਤ ਕੀਤਾ ਜਾਂਦਾ ਹੈ। ਇਹ ਸੇਵਾ ਮਾਪਿਆਂ ਨੂੰ ਗੁਪਤ ਅਤੇ ਨਿਰਪੱਖ ਸਹਾਇਤਾ ਪ੍ਰਦਾਨ ਕਰਦੀ ਹੈ। ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਜਾਣਕਾਰੀ ਜਾਂ ਸਲਾਹ ਦੀ ਬੁਰਾਡੀ ਮਾਪਣੀ ਭਾਸ਼ਾ ਵਿੱਚ ਲੱਭ ਹੈ, ਤਾਂ ਸਾਡੇ ਨਾਲ ਹੇਠ ਦਿੱਤੇ ਪਤੇ ਤੇ ਸੰਪਰਕ ਕਰੋ।

Niniejsza publikacja zawiera informacje kierowane do rodziców dzieci o specjalnych potrzebach edukacyjnych. Została przygotowana przez serwis partnerstwa rodziców. Oferuje on poufną oraz bezstronną pomoc dla rodziców. Jeżeli potrzebujesz informacji lub porady we własnym języku, prosimy o skontaktowanie się z nami pod adresem podanym poniżej.

یہ اشاعت خصوصی تعلیمی ضرورت والے بچوں کے والدین کو معلومات فراہم کرتا ہے۔ اسے پیرنٹ پارٹنرشپ سروس نے تیار کیا ہے۔ یہ خدمت والدین کو روزانہ اور غیر جانبدارانہ تعاون فراہم کرتا ہے۔ اگر آپ کو یہ معلومات یا مشورے آپ کی اپنی زبان میں درکار ہوں تو، برائے مہربانی ہم سے ذیل کے پتے پر رابطہ کریں۔