**Prompt questions for parent/carers when attending a meeting at school or college**

*This document was co-produced as part of the development of Bury’s SEND Graduated Approach Toolkit (2021-22)*

**To help you feel well prepare for meeting in school, It can be helpful to ask and plan:**

* Where will the meeting take place, and at what time?
* What is the purpose of the meeting?
* Who will attend the meeting? Can and will my child be there?
* Will the meeting take place if I cannot attend?
* Can I contribute my views to the meeting in different ways (e.g. if I cannot or do not feel able to attend in person)?
* Can I bring someone to the meeting with me, such as a friend, family member or advocate?
* Who will make notes or record the outcomes of the meeting? How and when will I get a copy of any notes taken?
* Who can I speak to if I am worried about anything, or I am having difficulties?

**Date:**

**Review/Meeting Number:**

**We noticed that these things are going well:**

**We discussed support in relation to:**

**We agreed the following actions:**

**These actions will be reviewed on:**

***The following services provide further advice and support for parents/carers of children and young people with SEND:***

* **Bury2Gether**: a community support network, for parents/carers of children and young people with SEND who access services in Bury: Website: [www.bury2gether.co.uk](http://www.bury2gether.co.uk) / Email: bury2gether@gmail.com / Facebook: facebook.com/groups/bury2gether
* **Bury SENDiass** (Special Educational Needs Disability Information Advice Support Service): provides free impartial information, advice and support to disabled children and young people aged 0-25, and those with SEN. Email: bury.sendiass@barnardos.org.uk / Phone: 01706 769634