

PARENT COMMUNICATION · ALL GRADES

Parent Pre-Meeting Prep

Send before serious meetings

When to use this form

Send this form to parents 2-3 days before any serious meeting — SEND meeting, behavior plan review, transition meeting, EHCP discussion, or any meeting where you want their input. It does three things: 1. Lets them prepare emotionally — not blindsided 2. Gathers their information ahead of time — meeting is more efficient 3. Gives voice to parents who go quiet in face-to-face meetings Return it via email or in the book bag, ideally the day before the meeting.

A note for the family

We have a meeting coming up about [child]'s [time at school / behaviour / learning / transition]. Before we meet, it would be really helpful to hear your thoughts in advance. This form is short — 5-10 minutes to fill in. There are no right answers. Skip anything you'd rather discuss in person.

1. Three things you'd like to share about [child]

Strengths, interests, things they've achieved recently — anything you want me to know. 1. 2. 3.



2. What's working well at home right now?

Routines, friendships, activities, anything they enjoy.

3. What's not working so well?

Anything causing worry — sleep, behavior, mood, friendships, school refusal, anything.

4. What does [child] say about school?

What do they tell you about their day? Do they enjoy it? Avoid it? Mention specific worries?



5. What changes do you think might help?

If you had a magic wand for [child]'s school experience, what would change?

6. Anything else we should know?

Family circumstances. Health. Recent changes. Sensitive things you'd want school to be aware of.

7. Questions you want to ask in the meeting

What do you want to come away knowing?

Using the form well

- 1. READ IT BEFORE THE MEETING. Make notes on what to address.
- 2. ACKNOWLEDGE WHAT THEY WROTE. 'I read your form, thank you for filling it in. I want to start with what you said about...'
- 3. ANSWER THEIR QUESTIONS. Their list (#7) is your agenda.
- 4. REFER BACK TO STRENGTHS. They told you what their child does well — use that.
- 5. RESPECT IF THEY



DIDN'T FILL IT IN. Some parents won't. Don't penalise. Use the meeting itself to gather what's missing.

