

SEND & INCLUSION · ALL GRADES

SEND Parent Meeting

A prep template

Why preparation matters

Parents of children with SEND have often been told their child is the problem. They've been blamed for parenting. They've sat in meetings where nothing was decided and nothing changed. By the time they meet you, they may be exhausted, defensive, or both. A well-prepared 30-minute meeting can rebuild trust, agree concrete actions, and genuinely help the child. A poorly-prepared one becomes another in a long line of disappointing meetings.

Before the meeting — what's the purpose?

Why is this meeting happening? Pick one main aim: ■ Sharing initial concerns ■ Reviewing existing support ■ Discussing next-step interventions ■ Handover before transition ■ Parent-initiated concern ■ Other: _____ One meeting = one main aim. If it's two, it'll be neither.



Three strengths to lead with

Whatever the meeting is about, START with strengths. Three specific things this child does well — not 'is lovely' but specific, observed examples. 1. _____ 2.

_____ 3.

Two specific concerns

Don't list 12 problems. Pick the TWO most important to discuss this meeting. Be specific: • 'Sam isn't joining in' — not specific • 'Sam hasn't spoken voluntarily in lessons for 3 weeks; he's been answering when asked but withdrawing in groupwork' — specific. Concern 1: _____

Concern 2: _____



Three concrete next steps to leave with

End with 3 specific, time-bound actions. Vague promises ('we'll keep an eye on it') waste meetings. 1. Action: _____ By: _____ Who: _____ 2. Action: _____ By: _____ Who: _____ 3. Action: _____ By: _____ Who: _____

What NOT to do in the meeting

- Don't lead with the problem. Lead with strengths.
- Don't talk for 25 minutes. Half the meeting should be listening.
- Don't use jargon. ('SENDCo, EHCP, EP referral, IEP, PLP') — translate as you go.
- Don't make commitments you can't keep. Better to say 'I need to check' than to over-promise.
- Don't end without specific next steps. Vague meetings = no follow-through.
- Don't tell them their child is lovely if you don't mean it. They'll know.

