

Meeting Planner

Child or young person		Who is at the meeting?	
Date		Where is the meeting?	

1. What is going well?

2. What is not going so well?

3. Your child or young person's views

4. Questions to ask nursery, school or college

Issues to discuss during meeting

Issue	Action planned	Who will action?	By when?

Issues raised by nursery, school or college

Issue	Action planned	Who will action?	By when?

Date of next meeting	
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How to use this form

Before the meeting:

1. Fill in sections 1-4
2. List the issues you want to discuss at the meeting in the 'Issues to discuss during meeting' section

During the meeting:

1. Talk about what's going well and share your child's views.
2. Go through the issues you have listed one by one and discuss them. When action has been decided, complete the action planned, by who and by when columns.
3. If professionals raise issues that aren't on your list, add them to the 'Issues raised by nursery, school or college' section and complete the action columns in the same way.
4. Try to fix a date for the next meeting.