



SNAP Cymru

SCHOOL MEETINGS

Different schools have different ways of reviewing a child's progress. If you do not have significant concerns, it may be something you can discuss briefly, as part of a regular parents evening; if you are happy with this, there is no problem.

However, if there are concerns, which cannot be dealt with in this easily, **a separate meeting may be requested either by school, or by the parent/carer.**



Our information is intended to help you feel more confident and prepared to discuss your child's progress at school.

If you think your child has additional learning needs (ALN) you should ask for a meeting to discuss this – the school MUST then make a decision whether your child has ALN or not.

However if you need any further help, please do not hesitate to contact us: - Telephone helpline **0808 801 0608** or **www.snapcymru.org/contact**



Asking for a meeting

When asking for a meeting, it is worth thinking about who needs to be present.

Usually it would be your child's class teacher and/or the schools ALNCo (additional learning needs coordinator).

If our child already has special educational needs (SEN) /additional learning needs (ALN) you may also want to ask if any support staff or outside professionals working with your child can be present.

Bear in mind that the more people you ask for at a meeting, the longer it can take to get a date; so consider whether some people could be consulted in different ways

You can verbally request a meeting; however, it is usually better to send a letter or email to school, addressed to the ALNCo.

Example Letter

Dear (name of ALNCo)

I am concerned about (child's name, date of birth and school year) as (he/she) (does not appear to be making progress at school/is struggling with)

Therefore, I would like a meeting to discuss this and to review (his/her) progress.

I would particularly like to discuss the following :(examples include. The levels he/she is currently working at. Is he/she at the expected level for their age?

What additional help is he/she receiving in school?

Is there any further help that can be given?

Do you think my child has Additional learning needs?)

I look forward to hearing from you regarding a date and time for this meeting. You can contact me on (contact telephone numbers)

**Yours sincerely
(your name)**



How to prepare

- Make a note of the problems or questions you have
- What is happening or not happening that makes you unhappy?
- Think about what would make it better
- Think about what you want the school to know
- If you are worried your child's needs are not being met, have a few specific examples ready. List each issue separately and write down examples that have happened
- Ask your child what they want shared. Write down how your child feels emotionally & socially
- List what you want to happen
- think about if what you are asking for from the school is reasonable?
- think about other options that might work and where you are willing to compromise
- Be ready to share all this information with the school, they will have their opinions too, but remember you are an expert in your child

Have all your information ready

Attending meetings about your child's education can be a very positive experience but it can also be upsetting or frustrating.

Remember that the law says you should be involved in decisions about your child's education and support and have your views heard. You need to have up to date information about how your child is progressing in school.

Remember, your concerns may not just be around their schoolwork, you may also want to discuss changes in behaviour, health issues or increased anxiety.



You may want to - talk to SNAP Cymru before attending a meeting- call us on: **0808 8010608**

At the meeting

- Ask people to introduce themselves and explain their roles
- Ask for anything you don't understand to be explained
- ask for notes to be taken – or make your own
- If you're not sure what has been agreed, ask them to clarify this for you
- Share what your child is telling you at home.
- Make suggestions about what might help.
- Ask why they think our child is struggling?
- Ask what help do they think your child needs to help them to progress?
- Ask for a copy of your child's most recent plan if they have one.
- You may want to note down what is agreed at the meeting. It will act as a useful reminder for you to check later

Useful phrases

"Are there other alternatives we could consider, as I have some concerns that my child will not cope with that level of support?"

"Could you explain how support will be managed on a day-to-day basis, what will that look like?"

"Can we talk about what is working well as my child is much happier this term?"

"Can I share what my child has said about feeling isolated at lunchtime?"

"Does my child have Additional Learning Needs?"

"How will we review my child's support to see if it works?"

"Can I check I've understood what you said about extra support?"

"What's the best way to contact the school if I have any issues?"



What next?

Whatever is decided at the meeting it needs to be transferred into actions and targets. **It should be clear what the targets are, how they are going to be achieved and when they will be reviewed. These targets should be shared with your child.** The current law in Wales says that children with special educational needs will have:

- an Individual Education Plan (IEP)
- or a Statement

The IEP should will focus on your child's needs and priorities and be shared with you and your child and with all relevant staff. The Statement must be reviewed every 12 months.

From September 2021 if a child has newly identified additional learning needs (ALN) they will have:

- an Individual Development Plan (IDP)

If your child does not have ALN and their difficulties can be met with support that is usually provided in mainstream school in Wales, they may have:

- a simple plan called a one page profile

A good plan should include:

- a description of your child's learning needs
- teaching strategies and support to be given
- the provision to be put in place
- expected outcomes
- a review date

If school can show that progress is being made, this will hopefully reassure you, although you may wish to discuss how this is being monitored and shared with you



Your child's views are essential to finding successful outcomes.

Your child should also be involved in the meeting; they should be given every opportunity to have a voice, to share 'what is happening to them' & what they feel is 'helpful'.

The best outcomes for a child with additional needs always come from a joint working relationship between school, parents, other services, by working with & including 'the child'.



What If I am not happy with the outcome?

Whatever the problem is, there is usually a way forward.

For example

- If school are offering all the universal support and it is evident that your child still isn't making adequate progress, you should ask them to consider the possibility of your child having ALN.
- If the school decide your child does not have ALN and you disagree – you can request that the local authority (LA) reconsider the school decision. There is a time limit of 7 weeks for the LA to make a decision and notify you of their decision
- You can request support from SNAP Cymru for information and advice or for dispute resolution

