

School Meeting - Are You Prepared?

By Queensland Parents for People with a Disability Inc

Day before and prior to the meeting:

1. Ensure that any additional people who are attending with you such as your support person, any therapists etc are still available to attend.
2. Check schedule - ensure that you have enough time prior to the meeting to not be racing / stressed for getting there on time.
3. Agenda (make sure you've got a copy)
4. Minutes and notes from previous relevant meetings
5. Review general info / facts that are likely to be relevant.
6. Make a list of all the key points / phrases / questions you want to cover in the meeting.
7. Ensure you have the clear vision of who your child is and what your vision is for them set in the forefront of your mind.
8. Get a good night's sleep.

For the meeting:

1. Consider what you wear. Your self-presentation has an impact.
2. Make sure you're ready in good time, get there in good time.
3. Try and be calm, confident, at ease. (Deep breaths).
4. Have your folder, pen and paper to hand - you look like you mean business.
5. Introduce yourself, make sure you are introduced to everyone present and know who they are and what their role is.
6. Choose where you sit. Sit to claim space (more than one person) and to maintain eye contact. If alone - sit centrally, near / opposite key person / people. Do not sit opposite hostile person.
7. Use eye gaze to engage and disengage.
8. Take notes (you or support person)
9. Try to hear what they are saying so you understand their perspective.
10. Stay calm. Be assertive but not aggressive (if meeting moving that way). Don't get hackles up—more effective.
11. If needing to give constructive criticism / request changes etc, first mention what is going well and then add, would be helpful if also... etc
12. Watch time. Try to keep on track.
13. Refer to your list of key points etc and ensure all have been covered. If not - address, or highlight that not all covered and arrange a time to meet again so everyone is aware.
14. Ensure everyone is aware of what has been decided and agreed.
15. Thank everyone for their time, input etc.

After the meeting:

1. Review your notes / minutes.
2. Debrief with the support person
3. Consider putting in writing as summary for teacher
4. Have something planned that's uplifting, unwinding.



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