



Meetings

A guide for parents



• Information • Advice • Help •



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Meetings aren't always easy, however there are things you can do which can help...

Things to find out before the meeting:

- Why is the meeting being held?
- Who else has been invited and why?
- Is there anyone else you want to include?
- Is there paper work you should have been sent before the meeting?
- Where and what time is the meeting?
- Where can you park?
- Who do you ask for when you get there?
- What do you want to get out of the meeting?
- Make a note of questions to ask and points that you wish to raise and take it with you.
- You can usually take someone to support you.
- Will someone be taking notes of the meeting?

😊 At the meeting:

- Be on time....

you'll feel calmer...and give yourself time to do what you need to do to feel ready - take deep breaths, look over your notes, visit the toilet.

- If you don't know everyone, ask them to introduce themselves....

at the beginning of the meeting everyone should introduce themselves but if this doesn't happen, ask them to do so.

- Don't be afraid to ask questions....

sometimes people at meetings may use words you don't understand. If you are unsure, ask them to explain what they are talking about.

- Summarise what you think is being said....

to make sure you've got it right and check that everyone has understood your views.

- Action points....

make sure people are clear about what they have agreed, and what actions will follow.

- Paperwork and minutes of the meeting....

make sure that any reports or paperwork from the meeting are going to be sent to you.

😊 After the meeting...

- If the actions are not followed up, contact the person who organised the meeting to see how things are going, or if there are any hold-ups.



If you would like more information on any of these materials,
or support from a Parent Partner (Independent Parental Supporter),
please contact:

Plymouth Parent Partnership Service
Martins Gate, Bretonside, Plymouth PL4 0AT
Telephone: 01752 258933
Email: parent.partnership@plymouth.gov.uk
www.plymouthparentpartnership.org.uk