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**PARENTS/CARERS OF PUPIL WITH SEN**

**CHECKLIST FOR MEETING WITH SCHOOL**

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| Pupil’s Name: Date of Birth: |

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| --- | --- | --- |
|  | Question | Answer |
| 1 | Can you please tell me who the people at this meeting will be and what do they do? |  |
| 2 | Who will be writing the notes of the meeting, and may I have a copy? |  |
| 3 | Have my child’s special educational needs been identified at school?  What are the needs that have been identified? |  |
| 4 | Is my child identified at SEN SUPPORT on the school SEN register? |  |
| 5 | What support is in place to help my child? |  |
| 6 | Can I see the documentwhich shows the needs and the targets for my child?(IEP, Provision Map) |  |
| 7 | Can I see a weekly timetable showing the support for my child?  a) Teaching support  b) Learning Support Assistance  c) the size of the group  d) Any one-to-one support |  |
| 8 | When did the support start? |  |
| 9 | Have any specialist advisers been working with the school to support my child? If so, who? |  |
| 10 | Can you tell me what progress my child is making? |  |
| 11 | What action will be taken from this meeting? | Action 1  Action 2  Action 3  Action 4 |
| 12 | Is there anything we could be doing at home to help? |  |
| 13 | Any other Issues |  |
| **13a** | **For Exclusion issues:**  Have you identified the cause/triggers for my child’s behaviour?  Have you completed A B C sheets?  What reasonable adjustments are being made to the behaviour policy to support my child?  My child has now had \_\_\_\_ exclusions this term/year, do you think this is helping? What alternatives can be found for fixed term exclusion? |  |
| 14 | Could we please agree a date for a Review of progress? |  |
| Notes | | |