BEHIND THE BEHAVIOUR | THE COACHING DEN
YOUR SCHOOL MEETING CHECKLIST
When School Feels Impossible — Julie A Milner

BEFORE THE MEETING
☐ Ask for the agenda, who will attend, and what decisions might be made.
☐ Ask whether you can bring a trusted supporter or advocate.
☐ Note what your child finds difficult, what has been tried, and what helped.
My three main concerns:
1. _____
2. _____
3. _____

QUESTIONS WORTH ASKING
☐ What is making school difficult from my child's perspective?
☐ What has already been tried? What helped, and what made things harder?
☐ What will be different if we try this plan?
☐ What adjustments, additional learning needs support, or alternative arrangements could be considered?
☐ How will my child's views be heard?

IF I FEEL UNHEARD
"I need a moment to look at my notes."
"We have tried something similar. What would be different this time?"
"Could you explain that in plain language and put it in writing?"
"I would like time to think before agreeing."

BEFORE LEAVING
☐ Agree actions, who is responsible, and a realistic date for each.
☐ Agree what happens if my child cannot manage the plan.
☐ Ask for written notes and a review date.
Action: _____ Who: _____ By when: _____
Action: _____ Who: _____ By when: _____

AFTERWARDS
☐ Check the written record and request corrections where needed.
☐ Keep track of what is working and what is not.
Review date: _____ School contact: _____
In Wales, ask about your school's Additional Learning Needs Coordinator (ALNCo). SNAP Cymru offers independent information and advice. Procedures differ elsewhere in the UK.