

**Prompt questions for parent/carers when attending a meeting at school or college**

Where will the meeting take place, and at what time?

What is the purpose of the meeting?

Who will attend the meeting? Can and will my child be there?

Will the meeting take place if I cannot attend?

Can I contribute my views to the meeting in different ways (e.g. if I cannot or do not feel able to attend in person)?

Can I bring someone to the meeting with me, such as a friend, family member or advocate?

Who will make notes or record the outcomes of the meeting? How and when will I get a copy of any notes taken?

Who can I speak to if I am worried about anything, or I am having difficulties?