



Preparing for Meetings with School Staff

1. YOUR CONCERNS

What worries you?

How long have you been worried?

What does your child say about the situation?

2. HISTORY

What have you tried to do to improve the situation?

Have you had discussions with the school about this matter? If so, when?

Did the teacher or the head share your concern?

What was suggested or offered at the time?

3. PROGRESS

What progress has there been since these discussions?

Ask for a written copy of all school data on your child

4. LEVEL OF ACHIEVEMENT

What level of literacy and numeracy in relation to his/her chronological age should your child have reached?

Is he/she Above average? Average? Below average?

Is this view confirmed by ability tests (which give an idea of potential achievement)? If so, which tests were used and what scores were obtained?

Ask for a copy of all test scores, with test names and dates.

What is your child's current level of achievement in ...

Reading? Spelling? Numeracy?

Is there any other area of concern?

NOTES

5. LEVEL OF ACHIEVEMENT

Is the underachievement serious enough to be investigated as a Special Educational Need?

If yes, what reasons are there for this Special Educational Need?

Is it possible that your child has a Specific Learning Difficulty, eg Dyslexia?

6. EXTRA HELP

What extra help can be given...

- a) in the classroom
- b) by a SEN teacher within the school
- c) by part time attendance at a SEN centre
- d) by a visiting peripatetic SEN teacher?

When could this start?

How long would each lesson be?

How often would the lessons be?

Would it be one-to-one tuition?

How long would it continue?

If several lessons in a week are offered, will they always be with the same teacher?

7. SPECIAL ARRANGEMENTS (for secondary age pupils)

Can your child be exempted from learning a modern foreign language?

If the underachievement persists, will your child be eligible in the future for additional access arrangements during examinations?

8. REVIEW

Ask to set a date to review the situation.