# Image of sendias logoPre-meeting template email to confirm and check arrangements.

*(This template is put together on the basis that school has requested a meeting and there will be more than one representative from school. This can be easily adapted.)*

Dear ………………………………,

We’re looking forward to meeting with you *(and your child if applicable)* on ……………………………… *(day, date and time).*

We just want to confirm what we are expecting to make it easier for us all to prepare and take part.

We aim to explore/discuss/agree ……………………………………………………………

We expect we will need about 30 minutes/ an hour for our discussion.

\*Joining me will be ……………………………. who is the …………………………………..…. *(clarify role)*

± *(For a SEN meeting)* Do encourage your child to share their thoughts and join us.

We would be happy to make adjustments for you *(and your child)* to make it easier and more comfortable for you to take part in the meeting. You are welcome to text or email us your key questions.

We look forward to meeting with you *(reminder of date and time).*

*(If online, include link to join and how to download app/joining instructions if appropriate)*

Kind regards,

*\* (when we can again meet face to face you might like to add*) Do let us know if you would like to bring someone to support you so that we can prepare the room.

± *You could include a link to a helpful person-centred tool/resource to help the parent capture the child’s views.*

*If you plan to bring any new information to the meeting (like a CAF form or information about a Specialist Education Service) this is your opportunity to share a link with the family to the local offer Infolink webpage, so they have time to process and prepare their thoughts in order to better participate in the meeting.*

*Remember that many parents of children with SEND have SEND themselves and may find it very hard to process new information on the spot and can feel overwhelmed, insecure, or threatened.*