Child _____

Meeting on _____

With _____

Before the school meeting

Write facts and examples. Your 2–3 most important questions first.

What is going well – strengths, what my child enjoys

What we see at home – facts and examples

What worries us – most important first

What helps at home – things that work

? What might be behind it – our guess

Our questions – for the school

What we agreed

What	Who	By when

Ask for a copy of the school's notes. Agreed things need a name and a date.

? White boxes: what you saw or heard. Grey boxes with ?: your guesses – write them as guesses ("maybe..., not sure").