

MEETING PLANNER

Family partnership meeting planner

A preparation and follow-up tool for focused, respectful meetings that use plain language and end with shared, owned next steps.

Before the meeting

Checklist

- ☐ State the purpose and decisions available in plain language.
- ☐ Ask about accessibility, timing, interpretation, format and who the family wants present.
- ☐ Share essential information in advance so the meeting does not begin with a surprise.
- ☐ Identify strengths, progress and what school has already learned as well as concerns.
- ☐ Decide who will chair, record actions and remain the family's contact afterwards.

During and after the meeting

Checklist

- ☐ Begin with the pupil's experience, strengths and the family's priorities.
- ☐ Use concrete examples and explain professional terms rather than relying on jargon.
- ☐ Distinguish agreed facts, different perspectives and questions that remain open.
- ☐ Record actions with an owner, timing, intended difference and review point.
- ☐ Send an accessible summary promptly and invite correction where the record is inaccurate.
- ☐ Follow up when promised, including when there is no new decision yet.

Partnership does not require agreement on every point. It requires respectful two-way communication, clarity about responsibility and an honest route for resolving what remains disputed.