

## A guide to running a SEND support meeting with parents/carers and other professionals in early years settings and schools

This short guide aims to support you to feel prepared and confident to take the lead in a parent and professional SEND support meeting for a child with Special Educational Needs in your setting.

SEND support plans and pupil profiles are both ways of planning SEND support for children. For the purpose of this guide, we refer SEND support plans throughout, but the guidance is as relevant for pupil profiles.

The SEND code of practice states that *'identifying need at the earliest point possible, and making effective provision to support needs, improves long-term outcomes for children.'* A SEND support plan is a helpful way to ensure this happens. SEND Support plans should be written with parent/carers and review of these should occur a minimum of three times a year for as long as the support is needed.

### Before the meeting:

- Consider who needs to be invited including parents/carers, and professionals involved. Ask parents/carers if there is anyone else, they would like to attend.
- Arrange a time to suit everyone
- Find/Book a suitable room/space to hold the meeting in
- Confirm time, date and venue with everyone.
- Communicate the purpose of the meeting, how long you expect the meeting to last, and who will be at the meeting to all.
- Ask parent/carers to consider the progress of their child and their hopes and aspirations. [Preparing to review an EY SEND support and outcomes plan \(docx format, 104 KB\)](#)
- Consider ways to capture the child's views for the meeting for example through a detailed [All about me for EY settings \(docx format, 21Kb\)](#)
- Prepare what you need to say; make an agenda and copy relevant reports, assessments or observations for everyone.
- If you are holding an online meeting, ensure that you have email contacts for all those who need to attend and send out invites in advance.
- If English is not the family's language used at home, think about they can be supported.
- Make sure you have everything you need – chairs, refreshments, pens and paper, reports, tissues etc.
- Welcome and introduce everyone by name, make sure everyone understands the roles of those present
- Make sure everyone is comfortable

**At the meeting:**

- Share the hopes and wishes of the child and their family
- Celebrate the progress the child has made and consider any areas which need further support
- Agree a shared plan and outcomes that everyone will work towards...
- Consider any additional action needed, who will complete these and by when
- Record discussions, outcomes and actions on the child's SEND Support and Outcomes plan – if you find this difficult whilst running the meeting, ask someone else to support you with this.

**Remember to:**

- Allow everyone a chance to speak
- Recognise parents know their child best
- Listen and empathise – a room full of professionals can seem over whelming
- Remember to add in the positive aspects as well as the concerns
- Take a strengths based, neurodiversity affirming approach
- Focus on what can be done
- Recognise everyone as equal partners in the meeting
- Agree a review date if necessary

**After the meeting:**

- Update and share the SEND Support and Outcomes plan to everyone involved.
- If sending the SEND support plan or review of the plan via email, then use a secure way of sending personal information e.g., via Egress
- Make sure you carry out all your actions.

**Further information and support:**



For information and guidance on SEND please visit Oxfordshire's Local Offer [www.oxfordshire.gov.uk/localoffer](http://www.oxfordshire.gov.uk/localoffer)

SENDIASS Oxfordshire provides impartial information, advice and support to parents of children and young people with SEN and disabilities: [SENDIASS Oxfordshire | Information, advice & support in Oxfordshire \(sendiass-oxfordshire.org.uk\)](http://sendiass-oxfordshire.org.uk)

Oxfordshire Family Information Service provides information and support for children, young people and families in Oxfordshire: [Family Information Service \(oxfordshire.gov.uk\)](http://oxfordshire.gov.uk)