SCHOOL ADVOCACY TOOLKIT

Preparing for a SENCO Meeting

Use this to plan before, during and after a meeting about your child's support.

FASD Compass
fasdcompass.co.uk/school-toolkit/

Before the meeting

- [ ] Ask for a meeting in writing, and ask who will be there and how long it will last
- [ ] Write down your top three concerns
- [ ] Gather school reports, letters, assessments and your diary of difficulties
- [ ] Fill in a one-page pupil profile or support plan with your child
- [ ] Ask your child what helps them and what they find hard
- [ ] Think about what you would like to happen next
- [ ] Ask a friend, relative or SENDIASS adviser to come with you if that helps

My top three concerns

1.

2.

3.

Questions to ask

- What have you noticed about my child in school?
- Is my child on the SEN register, and what support are they getting?
- What will change, who will do it and when?
- How will we know if it is working?
- Can an educational psychologist or speech and language therapist see my child?
- Would you support a request for an EHC needs assessment?
- When will we meet again?

During the meeting

- [ ] Share your child's strengths first
- [ ] Explain what you see at home, including after school
- [ ] Take notes, or ask someone else to
- [ ] Ask for any jargon to be explained
- [ ] Agree actions with names and dates

After the meeting

- [ ] Ask for a written summary or plan
- [ ] Send an email confirming what was agreed
- [ ] Put the review date in your diary
- [ ] Keep copies of everything
- [ ] Contact SENDIASS if you are not happy with the outcome

What was agreed

Review date: _____ **Named contact:** _____

FASD Compass · Reviewed November 2026 by Dr Inyang Takon, Consultant Neurodevelopmental Paediatrician. For information only. This does not replace advice from professionals who know the child.