SCHOOL SUPPORT AND MEETINGS | ENGLAND

Meeting Planner and Notes Pack

Free download · My SEND Friend Shop

A before, during and after pack for SENCO, EHCP, attendance or support meetings, including top concerns, questions and agreed actions.

Who this is for

Parents and carers who have a meeting coming up and want one place for preparation and notes.

What is inside

- Preparation pages
- A notes page for the meeting
- An actions list

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

Before the meeting

Meeting type

Date, time and place

Who will be there

Support I need in the meeting

For example notes in writing or a quieter room

The three things I most need discussed

Evidence or examples I will take

Questions I want to ask

During and after

Notes during the meeting

What was agreed, who will do it, and by when

What I want in writing, and the review date

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

mysendfriend.co.uk · My SEND Friend Shop · Supporting families together