

## References

### 'Parent Participation: Improving Services for Disabled Children'.

Produced by Council for Disabled Children. Available from website [www.cafamily.org.uk](http://www.cafamily.org.uk)  
Tel 020 7608 8700

'The How To Guide on Parent Participation.' Together for Disabled Children. Available from website [www.togetherfdc.org.uk](http://www.togetherfdc.org.uk) and can be downloaded in chapters.



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If you would like this information in an accessible format (for example in large print, on tape or by email) or another language please telephone: 01904 551550.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

Ta informacja może być dostarczona w twoim własnym języku. (Polish)

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

☎ 01904 551550



CANDI, Children and Inclusion, is the forum for parent/carers of disabled children and those with additional needs.

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# Listen To Me

Guidance from parents for parents and carers

Taking an active part in meetings with your child

Written by Jo Whitehead  
on behalf of CANDI and  
City of York Council





## Introduction

This booklet is for parents and carers of children with Special Educational Needs/Disability, SEND, to help you prepare your contribution to your child's review. Parents know their child the best and are experts in living with disability or an impairment. For children with communication difficulties, parents often have the most valuable information to share.

**Annual reviews are meetings which take place every year to enable everyone who is involved in the education of a child or young person with SEND to meet and discuss progress and to agree targets for the coming year.** The statutory document, 'the statement', is also reviewed and a decision made on whether it should be maintained or amended if necessary.

The York Parent Partnership Service leaflet 'Parent Guide to Annual Reviews' gives more details about assessment and statements. For more information contact 01904 551551



Sometimes meetings may also involve other people from **Children's Social Care services and this is known as a 'Joint Review'**. It is helpful because it means people who work with your child get a good picture of what is happening in their life and can work more closely together.

Usually your child's class teacher, any support staff and other professionals (for example Speech and Language Therapists, Social Workers or Educational Psychologists) will be invited to attend. You can talk to school about who you would like to invite and your child may write the invitations. It is important to know that although people are invited, they may not be able to attend due to their other commitments. Professionals may send a report to school if they are not able to attend. This does not mean your child is a low priority, and they will still provide input into your child's educational review.

You should receive a report at least 2 weeks before the meeting and you can ask for a friend to come with you or for support from the Parent Partnership Officers at City of York Council, who will be pleased to help.

You can talk to school about arranging a room so that it doesn't look so formal and you might like to think about refreshments for people, perhaps some of your child's favourite foods. You could even have balloons, pictures or certificates to make the meeting feel more like a celebration of their achievements.



## The Meeting

The most important people at the meeting will be your child and you.

### Your child's contribution

Review meetings should have the child or young person at the centre of all the plans.

This booklet is part of a series of five booklets called Listen To Me, which aims to help you listen to your child and assist them to make decisions and speak for themselves.

### Your contribution

We have written some ideas to help you prepare for the meeting, think about what you need to say in your contribution and to feel confident to give your views.

It is a good idea to keep a small journal that you can add to all year. There may be a time when your child has done something very special and it can be easy to forget after a time.

Try not to leave thinking about your contribution until the last minute; it is better to write a few sentences at a time over a few weeks.

**Your contribution does not have to be a written report. These can sometimes feel a bit formal. You might like to try:**

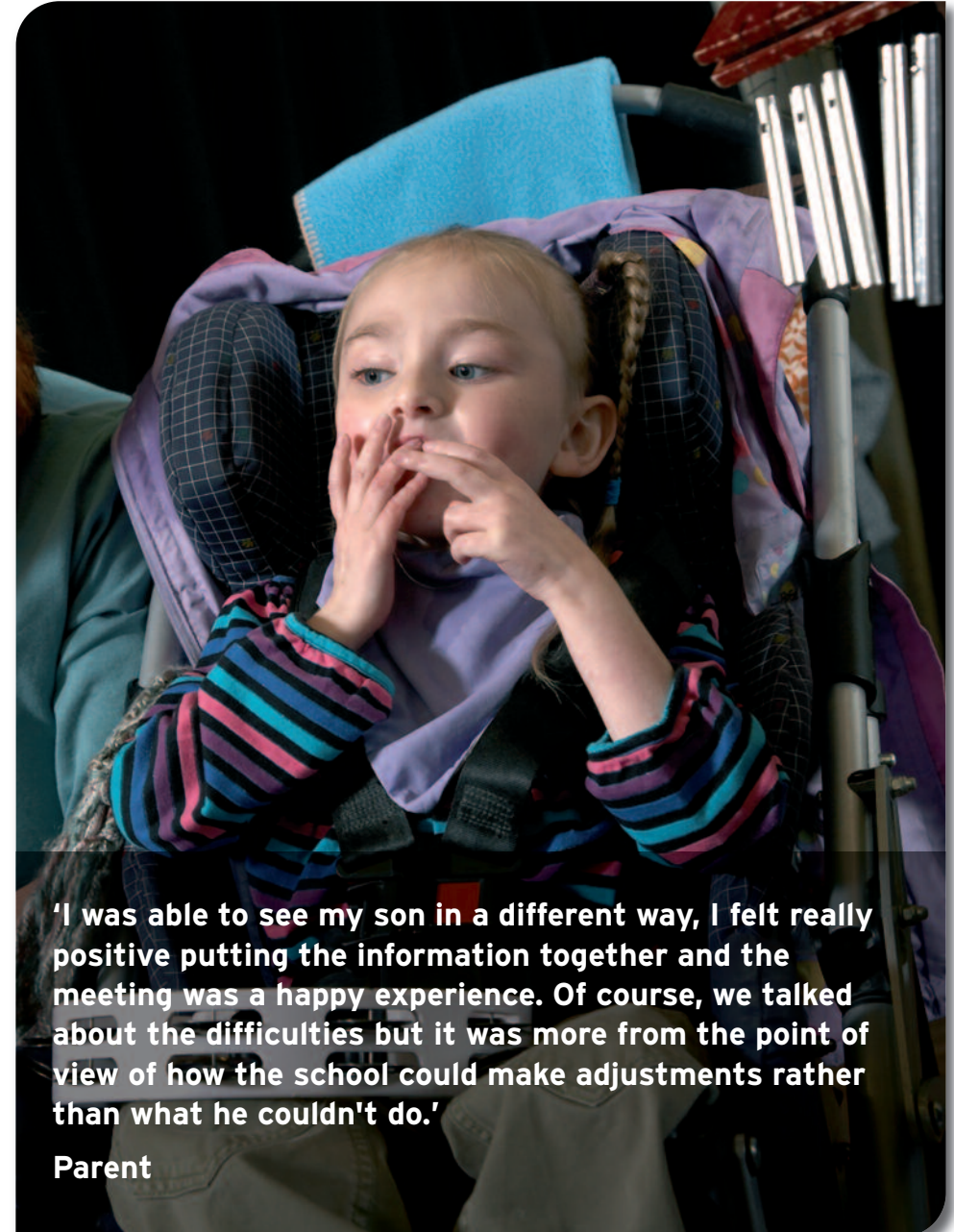
- Taking in a photo album and talking about it
- Providing a journal of events
- Making a photo slideshow or PowerPoint presentation.





**Remember that other people don't know about life at home. You can share information about:**

- How you think your child has been getting on since the last review
- The things they are good at and what they like to do
- The things they need help with and what they don't like to do
- Your concerns about behaviour or emotional difficulties
- Whether you think the current arrangements at school are working well
- Whether there have been any major changes at home during the past year
- What you would like to see your child or young person working towards this year.



**'I was able to see my son in a different way, I felt really positive putting the information together and the meeting was a happy experience. Of course, we talked about the difficulties but it was more from the point of view of how the school could make adjustments rather than what he couldn't do.'**

**Parent**