The Meeting Notes and Questions Sheet

Fill in what you can before the meeting, take it with you, and finish it afterwards.

Meeting details

Date _____ Social worker's name _____

Type of meeting ☐ Conference ☐ Core group ☐ Review ☐ Other _____

Who came with me _____

1 What I want them to know about my child and our education

2 Questions I want to ask

3 What was said and decided

4 Actions agreed

WHAT	WHO	BY WHEN

5 After the meeting: my notes, and the date of the next meeting

Date of the next meeting _____

General information only, not legal advice. For independent help, contact the Family Rights Group, Citizens Advice or a solicitor.