**Meeting Planner**

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| **Child or young person** |  | **Who is at the meeting?** |  |
| **Date** |  | **Where is the meeting?** |  |

1. **What is going well?**

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1. **What is not going so well?**

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1. **Your child or young person’s views**

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1. **Questions to ask nursery, school or college**

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**Issues to discuss during meeting**

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| **Issue** | **Action planned** | **Who will action?** | **By when?** |
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**Issues raised by nursery, school or college**

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| **Issue** | **Action planned** | **Who will action?** | **By when?** |
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| **Date of next meeting** |  |

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| **How to use this form**  **Before the meeting**,   1. Fill in sections 1-4 2. List the issues you want to discuss at the meeting in the ‘Issues to discuss during meeting’ section   **During the meeting**:   1. Talk about what’s going well and share your child’s views. 2. Go through the issues you have listed one by one and discuss them. When action has been decided, complete the action planned, by who and by when columns. 3. If professionals raise issues that aren’t on your list, add them to the ‘Issues raised by nursery, school or college’ section and complete the action columns in the same way. 4. Try to fix a date for the next meeting. |

