

After the Meeting Reset

About this tool

Conversations about your child's support at school can sometimes feel overwhelming or emotionally draining. Taking a short pause afterwards can help you reset and approach the next step clearer.

This short wellbeing tool is designed to help you pause, reflect and regroup after a conversation that felt difficult.

When to use this tool

- after a meeting that felt stressful or emotional
- after raising a concern with the school
- when you feel unsure how the conversation went

How to use it

1. Take a few quiet minutes after the meeting or conversation. Read through the reflection prompts below and write anything that feels helpful.
2. The text inside each box is a prompt to guide your thinking. Once you add your own notes, you can delete the prompt text.
3. If you are using the Word version, you can adapt the worksheet by removing sections that don't feel relevant.

Reset reflection

You do not need to answer every question. Write only what feels helpful.

What happened in the conversation?

What was the main issue discussed?

How am I feeling after the meeting?

What feelings are coming up for you right now? You might be feeling frustrated, upset, relieved, unsure, tired or something else.

What went well?

What were the positives in the conversation? Examples might include the school listened, some ideas were discussed, a strategy was suggested or there was agreement on something.

What felt challenging?

What parts of the conversation felt difficult? You might not have felt heard or understood, found it hard to explain your child's needs, felt rushed or short on time or disagreed with what was suggested.

What still feels unresolved?

Is there anything you may want to revisit or clarify later? For example, there may be questions that were not fully answered, support or adjustments that were not clearly agreed on, next steps that feel unclear or something you wanted to say but didn't.

What might help next?

You might decide to take time to think before responding, send a follow-up email, ask for clarification, seek advice or peer support, request another meeting or monitor the situation for now.

A note to myself

One thing I want to remember right now. For example, you might want to remember what matters most for your child, something that went well or to be kind to yourself after a difficult conversation.

What would feel helpful right now?

Take a moment to consider what might help you most right now. For example, this might mean stepping away for a short break, sending a quick follow-up email while things are still clear or checking in with someone who understands your situation.