

About this tool

School meetings are an opportunity to share information, ask questions and work together to support your child. For many parents these conversations can feel stressful or overwhelming.

This worksheet helps you organise your thoughts beforehand so you can focus on the most important points you want to discuss.

When to use this tool

- before a meeting with your child's teacher or school staff
- before a meeting to discuss concerns about learning, wellbeing or adjustments
- before any conversation with the school where you want to feel more prepared

How to use it

1. Keep your notes short and focus on the most important points you want the school to understand.
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 are not relevant to your situation.
4. Bring the worksheet to the meeting if it helps you stay focused during the conversation.

Meeting Preparation Worksheet

Meeting details

Date:	
Location:	
Who will be there:	

Purpose of the meeting

What is this meeting about? Examples might include reviewing supports, discussing a concern, planning adjustments, or checking how things are going at school.

What is happening at school

What have you noticed, or what has your child shared? You might include specific examples, patterns you have noticed, or information your child has shared about their experience.

My main priorities

What are the key issues you want to focus on? Try to identify one or two main priorities to help keep the conversation clear and focused.

What I want the school to understand

What feels most important for the school to know about your child or the current situation? For example: something your child is finding difficult, something that has changed recently, or something affecting their learning or wellbeing.

Strategies that could help

Strategies or supports that have worked well in the past, what works at home, suggestions from your child's therapy team. For example: classroom adjustments, routines, communication approaches, or supports that helped previously.

Questions I want to ask

Questions that may help you better understand the situation. For example: what supports are currently in place, how is my child managing in class, what adjustments might help.

What I hope the outcome to be

What do you hope to achieve or get out of this meeting? For example: trying a new strategy, adjusting an existing support or improving communication.

Anything else I want to remember

A place to note anything important before the meeting. For example: documents to bring, points you do not want to forget, or information from reports or therapists.