

Was I Heard? What Worked? What Next?

About this tool

After a meeting or conversation with your child's school, it can be helpful to pause and reflect on how the discussion went. Sometimes families leave a conversation feeling clear about next steps. Other times there may still be questions, concerns, or things that need to be followed up.

This tool helps you reflect on the conversation, notice what worked well, and think about what you may want to do next.

When to use this tool

- after a meeting with your child's teacher or school team
- after raising a concern with the school
- when you want to reflect before deciding what to do next
- when you are preparing for a follow-up conversation

How to use it

1. Take a few minutes after the conversation or meeting to write down your thoughts while you can still remember what was said.
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 adding and removing sections to make it relevant to your situation.

Reflection Worksheet

The conversation or meeting	
Date:	
Who was involved:	
What was the main topic or concern?	

Was I heard?
<p>Did you feel that your concerns were understood? You might reflect on questions like: Did the school acknowledge my concern? Did I feel listened to during the conversation? Was there agreement about the issue or concern?</p>

What worked well?
<p>What went well in the conversation? You might reflect on questions like: Did anything go better than expected? Did the school suggest helpful ideas or strategies? Was there agreement on any next steps?</p>

What is still unclear?

Are there questions or points that still need clarification? You might reflect on questions like: Is there anything I still feel unsure about? Do I need more information from the school? Is there something that needs to be followed up?

What next?

What would you like to do next? It may be to send a follow-up email, ask for a clarification, request another meeting, monitor the situation for now or to seek advice or support from another parent.

Key takeaway

One key point or next step you want to remember from this conversation.