PARENTS & GUARDIANS | MEETING PREPARATION GUIDE

Prepare for a useful school conversation

Bring observations, questions and a clear request to the right school contact.

USE THIS RESOURCE

Use privately before contacting your school. Follow the school's designated pastoral or safeguarding process when it applies. This worksheet does not need to be submitted to Behind the Marks.

Clarify your purpose

1. What would I like the school to understand?
2. What am I asking the school to help clarify or do?
3. Which contact is responsible for this kind of concern?

Prepare three short notes

1. Observation: what you have noticed and when, without guessing the cause.
2. Context: the relevant information you are comfortable and authorised to share through the appropriate private channel.
3. Request: the practical next step you would like to discuss.

Your working notes

Keep this copy for your use. Do not add private cases to shared programme materials.

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Ask how the process works

1. Who will coordinate follow-up?
2. What can this school role help with, and what is outside its remit?
3. What information is needed, and who will have access to it?
4. How and when will we hear about the next step?
5. What should we do if the situation changes before then?

Close with a shared understanding

Write down the agreed action, responsible person and review arrangement. If something is unclear, restate it in plain language. Where specialist care is appropriate, confirm availability and any costs directly through the relevant provider or school route.

KEEP IN VIEW

A useful conversation ends with a clear next action and contact - not an assumption that everyone understood the same thing.

One next step to take

Keep this copy for your use. Do not add private cases to shared programme materials.

Read this guide online

https://behindthemarks.org/resources/parent-school-conversation

Programme enquiries: tapiwa@nojobsjustwork.com

Resources are free to use. An enquiry creates no obligation to purchase or participate. Keep personal cases out of programme enquiries.