

Meeting Planner Profiler

We have produced this profiler to help you plan for any meeting with professionals.

How to use this form

Before the meeting

- Fill in sections 1-4.
- List the issues you want to discuss at the meeting in section 5 (Issue to discuss).

During the meeting

- Talk about what's going well and share your child's views.
- 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.
- 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.
- Try to fix a date for the next meeting.

Meeting details

Child's name

Date of the meeting

Time of the meeting

Where is the meeting?

Who is at the meeting?

Section 1

What is going well?

Section 2

What is not going so well?

Section 3

What are your child's thoughts and views?

Section 4

What questions do you want to ask the professionals?

Section 5

This information should be agreed at the meeting

ISSUE TO DISCUSS	ACTION PLANNED	WHO WILL ACTION?	BY WHEN?

OTHER COMMENTS

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You should fill in this page during the meeting

Section 6

ISSUES RAISED DURING THE MEETING

ACTION PLANNED

WHO WILL ACTION?

BY WHEN?

OTHER COMMENTS

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Date and details of the next meeting

(where appropriate)

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