

Additional Support Meetings

What are Additional Support Meetings for?

Additional Support Meetings are held to discuss issues relating to additional support needs. Some of the issues that might be considered at the meeting are:

- whether a child/young person has additional support needs
- the type of educational planning required to meet the additional support needs
- the content of a CSP
- reviewing and updating the Coordinated Support Plan
- the kind of support a child or young person might need when transferring from nursery to primary school, primary school to secondary, or when leaving school
- reviewing additional support needs and the arrangements in place

The invitation letter from the school or nursery will tell you why you are being invited to a meeting.

Where will the meeting happen?

Usually Additional Support Meetings take place in the school or nursery your child attends.

Who will be at the Additional Support Meeting?

The meeting will usually be chaired by the headteacher or another school/nursery manager. In addition to you and your child, if appropriate, school/nursery staff who know your child well and other professionals, e.g. speech and language therapist, educational psychologist, working with your child may also be there.

Can I bring someone to the meeting?

If you like, you can bring a supporter to the meeting. This may be a friend, relative, befriender, worker from a voluntary organisation, or a professional working with your family. The supporter might help you make decisions, understand policies and procedures, or help you prepare for the meeting.

You can also bring an advocate, someone who can speak on your behalf and represent your views at the meeting. An organisation that offers advocacy locally is Independent Advocacy Perth and Kinross. See contact details at the end of this information sheet.

What if I can't go to the meeting?

If there is another day or time that suits you, you should contact the school/nursery as soon as possible to ask if the meeting time can be changed.

What happens at the Additional Support Meeting?

Everyone at the meeting will be given an agenda so they know what will be talked about. The chairperson will lead the discussion regarding your child's strengths and additional support needs, and make sure that everyone gets a chance to make their views known. You can give your opinion and ask questions

during the meeting. Sometimes people will have written reports that they will talk about. If you like, you can also bring a report. You will be sent a "Summary of information form" with the invitation that you can use for this purpose.

Will my child be involved in the meeting?

If everyone feels it is appropriate, your child may come along to the meeting to give their views. If so, someone from school will have prepared your child beforehand, and helped them to think about what they might want to say. Sometimes children will stay for the whole meeting, and sometimes just for part of it. This depends on what people feel is in the best interests of the child.

What if I don't agree with what is being said at the meeting?

It is important that you speak up if you don't agree with something that is being said. You can ask for your disagreement to be noted in the minute of the meeting.

How often are Additional Support Meetings held?

Additional Support Meetings are held as often as needed, but usually when there is either a change in the child's needs, or in their school/nursery or family circumstances. You can ask at any stage for an Additional Support Meeting to be held. Where a Coordinated Support Plan has been prepared, there must be an Additional Support Meeting at least once a year.

What happens after the meeting?

As soon as possible after the meeting, everyone involved will get a copy of the minute of the meeting, which summarises key points of the discussion and the action agreed. If you have any questions, you should contact the school/nursery.

Where can I find more information?

- Information may be obtained by contacting ASL Co-ordinator at Pullar House on 01738 476390
- Further information on the Act is available from <http://www.scotland-legislation.hmsso.gov.uk/legislation/scotland/>
- Information and advice is also available from Enquire Helpline on 0845 123 2303
- Email: info@enquire.org.uk
- See other Information Sheets in the series:
 - Sheet 1 Introducing the Act
 - Sheet 2 New Rights for Parents, Children and Young People
 - Sheet 3 Providing Additional Support
 - Sheet 4 Identifying, Monitoring, and Reviewing Additional Support Needs
 - Sheet 5 Educational Plans
 - Sheet 7 Resolving Disagreements
 - Sheet 8 Sources of Support and Advice
 - Sheet 9 Providing Additional Support for Children under 5
 - Sheet 10 Individualised Educational Programmes (IEP)
 - Sheet 11 Transitions
 - Sheet 12 Preparing for Adulthood – Post School Transitions

These are also available online at www.pkc.gov.uk and follow the path: Education and Learning, Schools, Schools – Additional Support Needs – Information Sheets

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting:- Communication Manager on 01738 476873

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