

Translations of this **Going to Meetings** leaflet are available in Polish, Farsi, Kurdish, Urdu, French and Tigrinya. If you need this booklet translated into another language, please complete and return the form below. *Tick box for language required.*

- Polish**
Jeśli potrzebujesz polskiego tłumaczenia tej broszury, wypełnij i odeślij poniższy formularz.
- Farsi**
اگر این اطلاعات را به زبانی دیگر و یا در فرمتی دیگر میخواهید لطفاً از ما درخواست کنید
- Kurdish**
ئەگەر دەتەوێت ئەم نامەڵێکە بە کوردی تەرجومە بکەیت، ئەوا تکایە ئەم فۆرمە خوارمە پرێکەرە و بێنێرە.
- French**
S'il faut vous traduire ce livret en français, veuillez remplir le formulaire cidessous et nous le renvoyer.
- Urdu**
اگر آپ کو اس کتابچے کا ترجمہ اردو زبان میں چاہیے تو مہربانی کر کے نیچے دئے گئے فارم کو پُر کر کے بھیج دیں
- Tigrinya**
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Please indicate if you would like a copy of this in another language (not listed above) or any of the following formats and send to the freepost address below or telephone 01924 306225:

- Large print On audio tape In Braille
- Another language, Please state:

Name

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.....

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Please return this form to:
FREEPOST WF458, Communication & Information Team
Room 217, County Hall, Wakefield WF1 2QL



You need to know what will happen next.
Have interventions or support been agreed? Who has promised to do what? When will this be reviewed?



Going to Meetings

For further information, or to ask about anything you have read in this leaflet, please contact:
Wakefield District Parent Partnership Service, County Hall, Wakefield WF1 2QW
Tel: 0800 587 8042
Email: parentpartnership@wakefield.gov.uk
Visit: www.wakefieldparentpartnership.org.uk
Text: 07624 809247

Wakefield District Parent Partnership Service



Going to Meetings

Meetings go better when there are no surprises. There is a lot you can do to prepare yourself and thus avoid misunderstandings and tricky situations. If you feel at ease and can think clearly, your contribution to the meeting will be more effective. So here are some tips.

Before the Meeting

Check the basics.

Do you know when and where to go? Who else has been invited and why? Is there anyone else you want to include?

Get the paperwork together so you can go through it beforehand.

Have you been sent copies of everything you need? If not, you can ask for copies.

Is there any paperwork you should fill in and send back before the day?

Try to do this in good time. If you need help with it, call Wakefield Parent Partnership Service. (0800 587 8042)

Think about what the meeting is for.

Did you ask for the meeting or did someone else? Are you looking for information or particular action? Can this meeting make decisions or influence the people who can?

Think about what you want out of the meeting.

Are there any points over which you are prepared to be flexible?

Make a list of questions to ask and points you wish to raise.

Take a copy of your list and refer to it. Check everything has been covered.

Check how you are feeling about this meeting.

Are you anxious, upset or angry? If so why? It helps to remember that other people in the meeting may also be feeling nervous or defensive.

Find someone else to come with you.

It can really help to have someone to give you moral support and prompt you if you forget to mention something. If you would like someone from the Parent Partnership Service to go with you, please contact us to arrange this.

Be on time! You will feel calmer.

If the venue is new to you, check directions and availability of car-parking beforehand.

At the Meeting

Do you know everyone?

If not, then you should ask if people could introduce themselves.

Don't be afraid to ask questions.

Sometimes professionals slip into jargon or assume you have more knowledge than you do. Keep asking until whatever is unclear has been explained in a way that makes sense.

Keeping a record

Ask your supporter to take notes during the meeting.

Summing Up

At the end of the meeting, summarise what you think you have been told to make sure you've got it right and check that everyone else has understood your views.