FREE PARENT AND CARER PROMPT SHEET

Before the School Meeting

Use short, factual notes. You do not need to complete every box. Take this sheet with you and use it to keep the conversation calm and focused.

1. What has changed?

What I have noticed - behaviour, mood, attendance, sleep, friendships or routines:

When it started or became more noticeable:

2. What school should know

A clear example:

What my child says or feels:

What we have already tried:

What is still going well:

3. Questions to ask

- What has school noticed, and when?
- Where does my child seem most settled?
- What small adjustment could we try first?
- Who will be our main contact?
- When will we review the plan?

4. What we agreed

ACTION OR SUPPORT	WHO	BY WHEN

Review date:

What would tell us the plan is helping?

Keep this sheet private. Do not send identifiable information about a child to The Pastoral Hub. If a child may be unsafe, follow the school's safeguarding process or contact the appropriate emergency or safeguarding service.

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