

Going to meetings



# A guide to going to meetings

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We hope you like this guide. We'd like to say thank you to all the young people and adults who gave us their ideas and suggestions when we were writing it.

All the advice "in quotes" comes from other young people.

# Enquire

THE SCOTTISH ADVICE SERVICE FOR ADDITIONAL SUPPORT FOR LEARNING

# Introduction

**This Enquire guide is about having your say at school meetings.**

You have the right to have your say in decisions that affect you.

One way you can have your say is by going to meetings.



**Meetings can involve lots of people – your teachers, parents/carers and other people who support you. Or they may just be a one-to-one chat with someone at school.**

call 0845 123 2303

## How are you feeling?

**People have different feelings about meetings at school. This is what some young people have told us:**

"Don't know what to expect."

"Want to participate and be listened to."

"Confused."

"Worried."

"Excited."

"Embarrassed."



## Why it's good to go to meetings

**If you feel worried about the meeting, you might not want to go. Here are some reasons why it's good to go:**

- ☉ **It's a chance to talk about how you are getting on and whether the support you get is helping you.**
- ☉ **You have the right to have your say in decisions that affect you. This includes decisions made at meetings about your learning and support.**
- ☉ **The people who support you must ask you what you think.**
- ☉ **Getting involved will help things work better for you.**

"If you go it will help teachers and parents understand."

## Getting ready for the meeting

Here are some tips to help you get ready for the meeting.

- ☉ **Ask the person who told you about the meeting what it will be about, who will be there and how you can take part in it.**
- ☉ **Find out the time and date of the meeting and keep a note of this.**
- ☉ **Think about what you want to say at the meeting. You could ask an adult to help you think about this if you want to.**
- ☉ **Write some notes to take with you about what you think and feel. If you prefer, you could draw pictures or make a film or audio recording.**



- ☉ **You have the right to take someone along to the meeting with you. This could be a friend, a family member or someone else who helps to support you. If you want someone to come, tell them when the meeting is and what it's about.**
- ☉ **If you want help to get your views across at the meeting, you can ask for an advocacy worker to come with you. If an advocacy worker is available, they can help you work out what you want to say and can speak for you if you want. Your school or parents/carers can help you find out about advocacy services.**

**For more info about people who may be at your meeting, look at our guide People who can help you in and out of school. Download it from [www.enquire.org.uk/yp](http://www.enquire.org.uk/yp) or contact us for your free copy.**



## Tips for when you're at the meeting

- ☉ **Listen to what other people say. If you don't understand, ask them to explain what they mean.**
- ☉ **Take time to think before speaking.**
- ☉ **At the end of the meeting you could ask the person in charge to list the things that have been decided to see if everyone agrees.**

"Be brave."

"Think positive, ask for help."

"Be honest."







"Don't be scared to ask questions."

"Help find a solution."



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## After the meeting – what now?

- ☼ **It's a good idea to talk to someone about how the meeting went.**
- ☼ **Think about what was said and what was decided. Are you happy with the decisions? If you don't feel happy, tell your parents/carers, your teacher or someone else who supports you.**
- ☼ **If you wanted to say something at the meeting but didn't, tell someone.**
- ☼ **If someone at the meeting took notes (called 'minutes'), they should send you a copy. Check the minutes to make sure they are right and to help you remember what people said.**



PS You can find out more about your rights by watching the Enquire film 'Have Your Say'.

And remember, everyone has the right to have a say and be listened to.



**Enquire can give you  
advice and info by  
phone, by email,  
online and in guides.**

Our guides for young people:

- ☀ Going to a new school
- ☀ Getting ready to leave school
- ☀ People who can help you in and out of school
- ☀ Need extra help at school?
- ☀ What's the plan? your education and support
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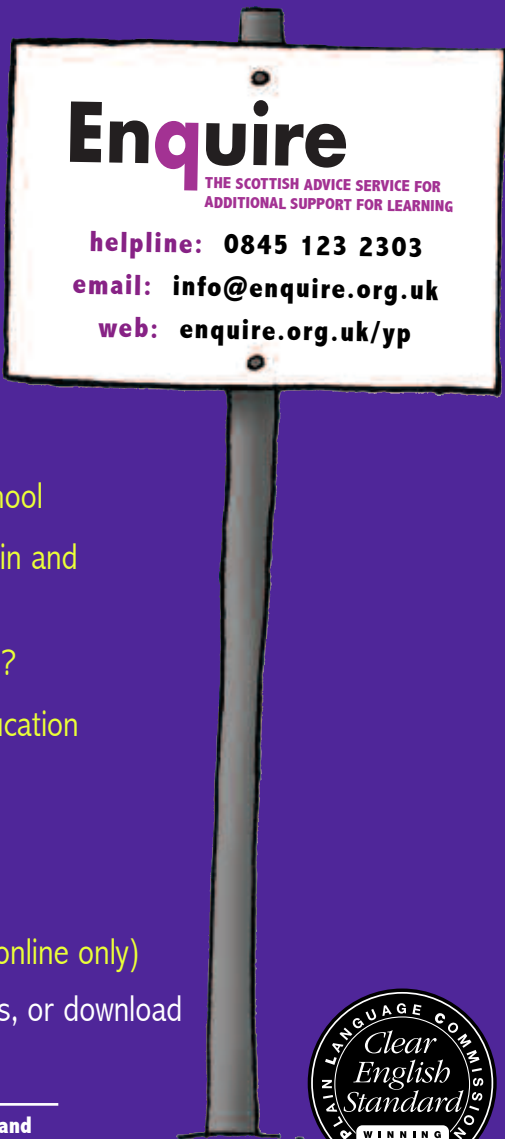
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