

### Why has a Planning Meeting been called for my child?

Most children can need additional help at times. Your child might need extra support: at school or at home, with friends, where they live, their health, how they feel, or they might be worried about something else.

A planning meeting is somewhere that these things can be discussed and hopefully sorted out.

All children and young people in Edinburgh have a Named Person. This is the Head Teacher of your child's school, although they may ask another adult in the school to help with this role.

### Who will be at the Planning Meeting?

Your child's **Named Person** will get a group of people together to help. This group could be made up of family members, carers or friends, as well as workers who can support your child.

The Planning Meeting is a chance for you and your child to:

- talk about what is going well in your child's life and what they need help with
- meet people who can help
- have a say in decisions that will affect them

### Before the meeting

- you and your child will be told who will be at the Planning Meeting
- your child will be able to choose if they want to go to the meeting and how long they want to stay
- information will be collected before the meeting from you, your child and other people involved. This will be put together on a form called an '**Assessment of Need**'.
- there is a '**Parent's View**' form enclosed for you to complete or a member of school staff will talk to you to get your opinion on things prior to the meeting

### At the meeting

- you will be introduced to everyone
- you will be able to share your views and ask any questions you may have
- if you want you can have someone with you at the meeting
- your child's team will work with you and your child, to make a plan to help
- if needed someone may be chosen to lead the team and to check the plan is working. This person will be called the Lead Professional.

### After the meeting

- you will get a copy of your Child's Plan and the chance to give feedback
- the plan will be looked at again, in a short time, to make sure that it is working

### Information Sharing

The people working with you child may need to pass on some of their information to others who are, or might be involved in, working with them. This is to help us plan possible support.

Your child's information will only be given to another person if they are, or will be involved in, helping them. If possible, the person working with your child will always talk to you and your child first and ask if it's okay.

### How can I find out more?

If you have any questions about the information in this leaflet, or about the Planning Meeting, you can talk to your Named