

Suggestions for running an individual learning plan or individual education plan meeting with parents:

Setting up the meeting

The way we reach out to families to schedule the meeting sets the tone for our partnership. To make families feel valued Mapp, Carver and Lander (2017) suggest that we:

- ✓ Make a phone call to parents/guardians before sending an email about the meeting.
- ✓ Explain what the meeting will entail and how they can prepare for the meeting to have their voices heard.
- ✓ Explain who will attend the meeting, and why.
- ✓ Arrange the meeting around THEIR schedule.
- ✓ Ask the family for their input that will be included in the ILP/IEP (see slides on **parent input**).



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Mapp, K., Carver, I. and Lander, J. 2017.
*Powerful partnerships: A Teacher's Guide to
Engaging Families for Student Success.*
USA: Scholastic Publishing Inc.

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Planning the meeting:

Schools can be intimidating places for some families and it's important to avoid causing the feeling of "school vs family", so to prevent this, we can:

- ✓ Think carefully about where to hold the meeting – preferably somewhere that will put the family at ease. Arrange the seating so that parents/guardians feel on equal footing with you.
- ✓ Create moments in the meeting to position parents/guardians as active participants. Prepare questions to ask them about the dreams, expectations and concerns they have for their child.
- ✓ Create a **learner profile** (see slides on learner profiles) to use at the meeting. A learner profile allows space for collaborators (ie: support specialists, teachers, and parents/guardians) to list the students' strengths, any diagnosis, current support strategies in place, and recommendations for new strategies.



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