



Structured Conversation Sheet

Child's Name:		Teacher:	
Date and time of meeting:			
Background information on progress:			
Contract:	I'd like to find out about _____ and what we can do to improve _____.		
Issues to explore:	<p>What are the child's needs?</p> <p>What provision is currently in place for them?</p> <p>What has worked well in the past?</p> <p>What have been the barriers to achievement?</p> <p>What does the parent want for their child and believe is attainable in the best possible circumstances?</p>		
Focus	Which of these should we take first? / What one thing do you think would make the greatest difference?		



Plan	Short term goals		Actions
	What parents need to do		
	What the pupil needs to do		
	What the school needs to do		
	Long term goals		Actions
	What parents need to do		
	What the pupil needs to do		
	What the school needs to do		

Written record

Areas discussed:

Issues highlighted as a priority:

Goals agreed:

Next actions:

Method of communication:

Other points to note: