

- Let's ensure we are working within a 'Team Student' approach.
- Use this matrix for outlining an agreement of what needs to be discussed, any information to be shared.
- Does the meeting need to be formal? Or can an informal approach be followed?

	WHAT NEEDS TO BE DISCUSSED	COMMUNICATION - FORMAL	COMMUNICATION - INFORMAL	DOCUMENTATION	INFORMATION THAT NEEDS TO BE SHARED	SHARED WITH WHOM	STUDENT VOICE
Example	<i>Upcoming school camp</i>	<i>Formal – loads of planning</i>	<i>no</i>	<i>Medication shared, room allocation with peers</i>	<i>Who student feels most confident comfortable with</i>	<i>Camp supervising teacher/LSO</i>	<i>Tom wants to attend and share his ideas and anxieties</i>
Parent							
Teacher							
Does student wish to be present?							