

Pupil Planning Meetings

Information for parents

What is a Pupil Planning Meeting?

A Pupil Planning Meeting is a meeting arranged by a school to put together a supportive plan for a pupil who is struggling with their behaviour in school. A Pupil Planning Meeting (PPM) might be arranged if:

- A pupil has had several suspensions or is at risk of permanent exclusion

and/ or

- Is struggling to engage with support being provided in school

Arranging a Pupil Planning Meeting (PPM)

If you think a PPM might be helpful for your child you should discuss this with your child's school.

The school will complete a PPM form and will ask you to consent to this. Once we receive the paperwork, we will contact the school to agree a date for the meeting. You may wish to discuss with school who else you think should be involved, e.g. Social Worker, Family Support Worker.

If you have any concerns or questions about the process, please contact the Inclusion Team – 01743 254397 or email inclusion@shropshire.gov.uk.

What views and opinions are we interested in?

We want to know your views, your child's views, and what school think.

We ask schools to complete a One Page Profile with your child – it is important that your child's views are part of the discussion.

It may help if you can think before the meeting about what is working and what's not working from your point of view. Your view might be different to the school. Do you think there is anything that needs to change?

For secondary age pupils we would usually expect the pupil to attend the meeting. If you have any concerns about this discuss it with the school. It may be appropriate for your child to attend for part of the meeting. We wouldn't expect Key Stage one children to attend the meeting.



What will we cover in the Pupil Planning Meeting?

- We will look at what is working in school, and what's not working
- Everyone at the meeting will have an opportunity to give their views
- You might have different views to the school about what the issues are.
- You can make suggestions about what you think would help your child
- We will aim to agree some actions – for your child, for school, and for you
- A follow up review meeting can be arranged

Possible agreed actions for the pupil:

- Being punctual and being prepared for lessons
- Collecting their report card and get it signed each day
- Participating in all lessons
- Following adult instructions
- Showing respect for others/property
- Speaking politely to staff
- Responding positively to reminders or warnings about behaviour

Possible agreed actions for the school:

- Make changes to the classroom and or break/ lunch times
- Review who works best with your child
- Consider what might need to change for your child to access lessons
- Adapt teaching to suit learning style and needs
- Review the current behaviour support strategies
- Communicate your child's needs to all staff where appropriate
- Additional staff training
- Liaison with outside agencies
- Withdrawal from agreed lessons
- A flexible curriculum/an individualised timetable
- Mentoring and/or counselling
- Additional careers advice



Possible agreed actions for parents:

- Supporting the school with sanctions at home
- Supporting your child with homework/ getting equipment ready for school
- Consider engaging with support services – e.g. Early Help, Understanding your Child
- Help your child to access support services – e.g. Beam

These are examples only – each situation is unique, and Pupil Planning Meetings are focused on the individual child.

At the end of the meeting everyone will need to be clear about:

- a) what is to be done
- b) by whom
- c) agree a date for a review Pupil Planning meeting if necessary

For more information please contact:

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