

**Partnership Planning Template**

* This template may help parents/carers and school staff to work together. You can tick a box or write down extra ideas.
* The first column lists what has worked well.
* The second column lists what has been challenging.
* The third column lists what could help.

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| **What has worked for you?** | **What has been challenging?** | **What could help?** |
| * Regular face-to-face catch-ups * Regular written feedback, i.e. communication book, reports. * Regular text messages * Regular emails * Regular video conferencing * Recorded meetings, i.e. audio, video. * Meetings with an advocate * Group meetings with an advocate * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Ongoing written communication between home and school * Sharing of goals and concerns * Finding a time for parents and schools to speak * Understanding what is important to talk about * Feeling heard * Communication, i.e. expressing myself * Listening for extended periods of time * Environment, i.e. fluorescent lighting, noise levels * Negative experiences in the past * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | * Having a regular time to meet * Ongoing written communication between home and school * Having an advocate or support person at the meetings * Sharing how things are going at home or at school * Sharing key things that may impact on home or school * Voice of the young person being included * List of goals * Different meeting environment * Visual support for ideas shared in meetings * Use of and access to interpreters * \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Next step planning –** | | |
| What is your current priority? (examples here) | | |
| What is the student’s priority? (example here) | | |
| What do you plan to do next?  Who or what could help you?  When will you start? | | |