



PUPIL PLANNING MEETING

Information for schools

Who is a Pupil Planning Meeting For?

Below is a mind map of pupils who are at particular risk of being excluded from school. This list is by no means exhaustive and a Pupil Planning Meeting (PPM) is there to support any pupils who may be at risk of exclusion and for those who are not responding to the support already in place.



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The Pupil Planning Meeting Process

The process described should be effective in most cases for most schools. Schools are welcome to contact the Inclusion Team for advice and guidance when considering a Pupil Planning Meeting. We recommend that a senior member of teaching staff is given responsibility for co-ordinating the Pupil Planning Meetings in the school.

1

The school PPM coordinator needs to liaise with parents and explain the process and the reasons for arranging a PPM.

2

The coordinator completes the PPM request form and sends to:
Inclusion@shropshire.gov.uk

3

A member of the Inclusion Team will respond to the request with a suggested date/s.

4

The PPM coordinator should check the date/s with the parents and other parties they feel should be involved in the meeting.

5

Once approved by all parties, the PPM will be set up either in school or via Microsoft Teams. For a PPM being held online, it is the school's responsibility to set up the meeting.



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Setting up a Pupil Planning Meeting

The following people should be invited to the PPM by the school:

- The parents/carers of the pupil
- The pupil
- Any professionals working with the pupil e.g. Learning Mentor
- A member of staff with whom the pupil has a good rapport (optional)
- Other professionals who know the pupil or family well – e.g. Social Worker, Family Support Worker

A comfortable room should be made available. There should be a table and enough chairs for all attending. You may also wish to provide pens/paper and water. It is not always productive to invite all staff/professionals who support the pupil to the meeting and schools should decide which staff/professionals are essential. For secondary age pupils we suggest that they should be involved in most of, if not all of the meeting. We expect all schools to complete the 'One Page Profile' with the pupil and send this to the Inclusion Team, along with the request for the PPM. It may be appropriate to invite a pupil, particularly pupils in Key Stage 2, to attend towards the latter part of the meeting.

While it is expected that the pupil should attend some if not all of the PPM's and be encouraged to express views freely and honestly, it may be difficult to ascertain their views during the PPM. An adult who has a good rapport with the pupil should find out what the pupil thinks about the current situation.

Some points to remember when setting up the meeting:

- The meeting needs to be co-productive and child centred.
- We need to avoid unrealistic professional expectations.
- Ask ourselves the questions; "who wants this change?", "does the student and their family recognise the need for change," and "are they invested in that?".

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Running the Pupil Planning Meeting

A PPM is a meeting requested by school, and as such the coordinator from the school should chair the meeting. Everyone present will have to be given the opportunity to speak and will be expected to offer some contribution to the plan to resolve the difficulties. The meeting should address positive points as well as the main concerns. It is important to capture what is working, as well as what isn't working. We will aim to agree some actions by the end of the meeting.

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

- What is to be done
- Who it is to be done by
- When it is to be done
- A date for a meeting to review the PPM will be set.

Links to Documents and Webpages

1. [Pupil Planning Meeting Form](#)
2. [Pupil Planning Meeting Information Leaflet for Parent](#)
3. [One Page Profile for 5-11](#)
4. [One Page Profile for 11-16](#)
5. [The Local Offer](#)