



# Entry Planning Meetings

---

## A Guide for Parents and Carers





## What is an Entry Planning Meeting?

An entry planning meeting is an opportunity for you and other professionals who work with your child to discuss how they can best support your child's development. Your child and their needs will be the main focus of the meeting.

## What Happens in an Entry Planning Meeting?

Everyone at the meeting will be given a chance to share what they know about your child. You are the expert on your child, so your contribution will be very important. You don't have to speak at the meeting if you don't want to, you can provide notes for others to read or ask someone to talk on your behalf.

## What can I do to prepare for an entry planning meeting?

Think about what you would like to share about your child and any questions you may have.

The main focus of the meeting will be:

1. Relevant background information - Who is in the family? Health and medical information. How often your child attends preschool? Any support and targets that are already in place.
2. What is unique about your child? - Your child's positive qualities and areas of strength, as well as their areas of need.
3. What is important to your child? - What motivates and interests them? What does your child enjoy? What makes them feel safe? What helps them to feel calm?
4. What is important for your child? - What needs to be in place for your child to make the most of the learning environment?

5. Parents/carers views – You will have the opportunity to share your views, thoughts and any concerns you may have about your child starting school.

6. Child views - The most important person, your child! They may not be able to express their views directly, but we must ensure they are heard. You can help by sharing what they like about their setting, what they are looking forward to or worried about.

7. What currently works well? - Specifically, what is going well and would be helpful to know.

8. What is not working so well? - What needs to change? What can we learn and do differently in the future?

9. Details of agreed next steps - Actions are agreed to ensure everyone knows who is doing what and when.

## Who will be there?

Those who will be invited to attend will include you as the parents/carers of the child, relevant staff from the current setting and the setting where your child is going to attend. In addition, professionals who have involvement with your child (e.g. Health Visitor, Speech and Language Therapist, Paediatrician, a member of the Flying Start team) will be invited.

The meetings are usually led by a member of the Early Years team.

# Entry Planning Meetings

## A Guide for Parents and Carers



**CONTACT US:**  
Early Years Team  
County Hall, Rhadyr, Usk  
Monmouthshire NP15 1GA  
Tel: 01633 644527  
Email: [childcare@monmouthshire.gov.uk](mailto:childcare@monmouthshire.gov.uk)