

From observation to a clear request

Fictional demonstration. This is an illustration of using the workbooks, not a customer case study, diagnosis or guaranteed outcome.

A school meeting example

Step	Example entry
Observed difficulty	Alex finds the move from break to the classroom difficult. Record dates, what happened and who observed it, without labels.
Evidence to collect	A short dated log, Alex's own account in their preferred format, the support tried and what changed. Keep school and family views attributed.
Question for the meeting	Which part of the transition is difficult for Alex, and what do the observations suggest could help?
Proposed action	Discuss trying an agreed visual transition prompt and a consistent check-in. Record who will prepare it, when it will be used and how Alex can give feedback.
Review	Agree a review date with the school. Compare the new observations and Alex's experience with the starting record.

Use the two workbooks together

Start in the Evidence Builder to organise sources and distinguish facts from interpretation. Transfer your three priorities, questions and proposed actions into the School Meeting Preparation Pack.

Make it your own

The example does not prescribe support for a particular child. Agree individual arrangements with the people supporting your child and seek appropriate advice for legal or assessment decisions.