

# FAMILY ENVISIONING MEETING PREPARATION BOOKLET FOR FAMILIES

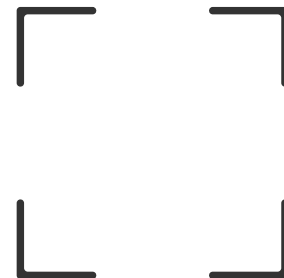


Name of Student: \_\_\_\_\_

Class: \_\_\_\_\_

Name of Family Member: \_\_\_\_\_

Version	Date



## Introduction

This preparation booklet invites you to share with the school about your child/ward e.g., their current reality, dreams, and aspirations. This information will be used during the Family Envisioning Meeting (FEM). Take time to think about the questions, record your thoughts in the spaces provided and return the completed booklet to us by the set date. We encourage you to be as detailed and specific as possible in your responses as this will greatly facilitate the development of meaningful goals for your child/ward during the FEM.

## What is FEM?

FEM, or the Family Envisioning Meeting, is a person-centred planning meeting during which your child/ward and significant persons in his/her life collaboratively plan for his/her future.



FEM is first conducted as part of Transition Planning in the year of SPED schooling when your child/ward turns 15 years old. FEM is pivotal for the development of your child's/ward's first Individual Transition Plan (ITP).

## Who will be at FEM?

Key stakeholders, including family members, caregivers, school staff, key professionals and others important to your child/ward, are involved in FEM, contributing their insights while keeping your child/ward at the heart of the discussion.

## Where and when will FEM be?

The meeting would likely be held at the school, in a room conducive for collaborative planning. We strive to schedule a time and date that is convenient for your child/ward and his/her significant persons. While FEMs are generally organised annually, the frequency may be adjusted based on individual needs.

## What happens at FEM?

FEM begins with self-introductions and positive reflections about your child/ward. This is where information from the preparation booklet will be useful. During the meeting, the facilitator will guide the discussions around a number of life planning areas to identify priority areas, set post-school goals, and agree on an action plan to achieve the goals.

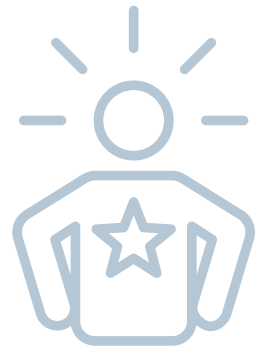




# WHAT DO YOU **APPRECIATE**



ABOUT YOUR CHILD/WARD?



What do they do that makes you happy or proud of them?  
What are their skills or talents?



# WHAT ARE YOUR CHILD'S/WARD'S **ASPIRATIONS AND DREAMS?**

Has your child/ward conveyed his/her hopes and dreams to you?

What would your child/ward like to do when they graduate from  
school and in the future?

What kind of person do they want to be?



# WHAT HAS HAPPENED



SINCE THE LAST IEP/ITP MEETING?

Have you tried the activities with your child/ward?

Did your child/ward enjoy it? Describe the experience.

Did you try other activities besides those that we have suggested?



# WHAT IS MOST **IMPORTANT** IN YOUR CHILD'S/WARD'S LIFE?

What are things that your child/ward enjoys doing, things that make them happy and/or things that matter to them?



# WHAT DO YOU THINK IS **IMPORTANT** **FOR**



YOUR CHILD/WARD?

What keeps your child/ward safe and healthy?

What is important for your child/ward to be able to do or learn?



## LOOK LIKE TO YOUR CHILD/WARD?

How do you think we can best support your child's/ward's  
development and learning?

What do you think other people need to know or do to support your  
child/ward well?





# WHAT IS WORKING **WELL**

***FOR YOUR CHILD/WARD?***

Consider the life planning areas:

1. Building my independence skills
2. Participating in daily, social and leisure activities in the community
3. Continuing my learning
4. Contributing productively

A large, empty rounded rectangular box with a light blue border, intended for writing or drawing.



# WHAT IS **NOT** WORKING WELL

***FOR YOUR CHILD/WARD?***

Consider the life planning areas:

1. Building my independence skills
2. Participating in daily, social and leisure activities in the community
3. Continuing my learning
4. Contributing productively



# ANY QUESTIONS

---

## OR COMMENTS?

If you are not coming to the meeting, please return your completed booklet to us by  
..... /..... /..... We will ensure that your thoughts and questions are considered in the  
meeting. Thank you for your time.



# Ministry of Education SINGAPORE

Copyright © 2025 Special Education Branch,  
Special Educational Needs Division, Ministry of Education, Singapore.  
All rights reserved.