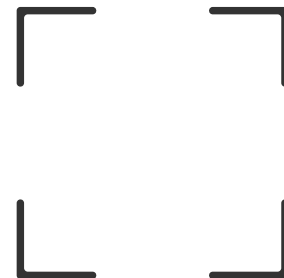


FAMILY ENVISIONING MEETING
PREPARATION BOOKLET
FOR SCHOOL STAFF



Name of Student: _____
Class: _____
Name of Staff: _____

Version	Date



Introduction

This preparation booklet invites you to share with the school about your student 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 student during the FEM.

What is FEM?

FEM, or the Family Envisioning Meeting, is a person-centred planning meeting during which your student 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 student turns 15 years old. FEM is pivotal for the development of your student'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 student, are involved in FEM, contributing their insights while keeping your student 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 student, his/her significant persons and you. While FEMs are generally organised annually, the frequency may be adjusted based on individual needs.

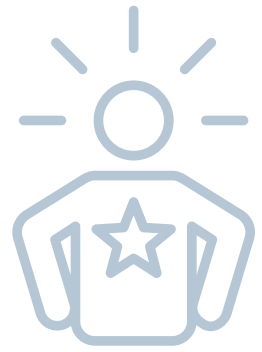
What happens at FEM?

FEM begins with self-introductions and positive reflections about your student. 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 STUDENT?

What do they do that makes you happy or proud of them?

What are their skills or talents?



WHAT ARE YOUR STUDENT'S **ASPIRATIONS AND DREAMS?**

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

What would your student 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?
Were you present, and what were the follow-up actions?
How did you get on with these actions?



WHAT DO YOU THINK IS MOST **IMPORTANT** IN YOUR STUDENT'S LIFE?

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



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



YOUR STUDENT?

This can be from your assessments.

What keeps your student safe and healthy?

What is important for your student to be able to do or learn?



WHAT DOES GOOD

SUPPORT



LOOK LIKE TO YOUR STUDENT?

How do you think we can best support your student's development and learning?

What do you think other people need to know or do to support your student well?



WHAT IS WORKING REALLY **WELL**

IN YOUR STUDENT'S LIFE?

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 notes or reflection. It occupies the lower half of the page.



WHAT IS **NOT** WORKING SO WELL

FOR YOUR STUDENT?

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.

Preparation Booklet For School Staff



Ministry of Education SINGAPORE

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