**An example of helping a student to script out a coversation they want to have with a member of staff**

*Can I speak to you at the end of the lesson about the deadline for this piece of work?*

*Thank you for taking the time to think about this and speak to me today. I really want to do well and stay on top of my work, but this is hard for me sometimes because of how my brain processes information and I frequently experiene cognitive overload.*

*As you know, I have ………. which means I really struggle with……..*

*Then 1 or 2 or 3….*

1. *I would like to talk about this terms assessments now before we start working on them, so I can manage my time and stress. My focus is often reduced further when I feel I am not in control of my work or when I feel I don’t have enough time to complete tasks. Can we break this piece of work down into smaller steps and can I check in with you more frequently for example? This could be a good way to use my extra time with you.*
2. *I am entitled to extra time in assessments that go towards my grades. Is it possible to think ahead about where I can get some extra support with this assessment?*
3. *Can we talk about how I can use my extra time at the beginning of this term, so I stay on track a little better and make the deadlines later down the line.*