

**Due to huge demand we are running this workshop again. Book now!**

## **WRITING A WORKING DOCUMENT FOR TRIBUNAL & WHAT TO EXPECT AT TRIBUNAL**

**Saturday 1 July 2017**

**09.30/10.00-16.00**

**Workshop fee: £80 per person.**

(includes a sandwich lunch and useful documentation to take home)

### Programme includes:

- What is a working document and why is it needed for Tribunal?
  - The timescale & setting it out the right way.
  - Getting started. What documents shall I need?
  - Who has the first “go” – local authority (LA) or parent?
    - What length is needed?
- What about the LA wording I don’t want and wording I wish to use instead?
  - How much should I include? How do I select what is important to go in?
    - What do I do about an original EHCP?
- What about the LA amended one with a format that is difficult to change?
  - Hands on exercise with an EHCP & amending it as a working document.
    - The “negotiation” process with the LA and what to be wary of.
  - Tribunal day – what happens and how the working document is used.

**Places are limited to 12 to allow for individual questions and interactive exercises.**

### Booking:

- 1) Fill out a the form & give to one of our team at the show who will take payment & confirm booking or
- 2) Send the form to [workshops@sossen.org.uk](mailto:workshops@sossen.org.uk) or
- 3) Email [admin@sossen.org.uk](mailto:admin@sossen.org.uk) to ask for a form to be emailed to you.

Places will be reserved once payment is received. Course fees are not refundable

# SOS!SEN Booking form

*Please use a separate form for each person attending*

|                           |   |                             |
|---------------------------|---|-----------------------------|
| Workshop                  | <b>WRITING A WORKING DOCUMENT FOR TRIBUNAL &amp; WHAT TO EXPECT AT TRIBUNAL</b> |                             |
| Date                      | SATURDAY 1 <sup>ST</sup> JULY 2017  |                             |
| Time                      | 09:30/10.00-16.00   |                             |
| Venue                     | Fontenay 11a Creek Road, East Molesey, Surrey KT8 9BE                           |                             |
| Name                      |   |                             |
| Address                   |   |                             |
| Post code                 |   | Mobile                      |
| Email<br><i>Essential</i> |   | Dietary requirements – Y/N? |

## How did you hear about the workshop?

Please give brief details of why you are coming and details of your circumstances:

I enclose a cheque for £80  or payment has been by bank transfer  (please tick)

**Bank Transfer details** – Barclays Bank: Sort Code 20 46 76, Account no 13723615.

**Cheques payable to:** SOS! Special Educational Needs.

**Send to:** SOS!SEN, Fontenay, 11a Creek Road, East Molesey, Surrey KT8 9BE or email

**[workshops@sossen.org.uk](mailto:workshops@sossen.org.uk)**

**Can you gift aid the donation for us? Y/N**



## Gift Aid declaration – for past, present & future donations

### Name of charity or Community Amateur Sports Club

SOS! SEN

Please treat as Gift Aid donations all qualifying gifts of money made

today  in the past 4 years  in the future

Please tick all boxes you wish to apply.

I confirm I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand the charity will reclaim 28p of tax on every £1 that I gave up to 5 April 2008 and will reclaim 25p of tax on every £1 that I give on or after 6 April 2008.

### Donor's details

Title ----- First name or initial(s) -----

Surname -----

Full home address -----

----- Postcode -----

Date -----

Signature -----

### **Please notify the charity or CASC if you:**

- *Want to cancel this declaration*
- *Change your name or home address*
- *No longer pay sufficient tax on your income and/or capital gains.*

*If you pay Income Tax at the higher or additional rate and want to receive the additional tax relief due to you, you must include all your Gift Aid donations on your Self Assessment tax return or ask HM Revenue and Customs to adjust your tax code.*

## TRANSPORT TO SOS!SEN OFFICE

**11a Creek Road, East Molesey, Surrey, KT8 9BE** (opposite Hampton Court train station)

**By train:** Hampton Court is in Zone 6 and you can use Oyster Pay as You Go on trains to Hampton Court.

- 35 minutes from London Waterloo.
- You could also get a train to Kingston and then a bus from there.
- The service is run by South West Trains. Information on planned engineering works is on their website [Southwest Trains](#) or plan your journey using the [TFL journey planner](#).

**By tube:**

There is no tube station near Hampton Court. The nearest are Wimbledon (from where you can catch the train) or Richmond (then the R68 bus). Both are on the District Line. London Overground services also run to Richmond station.

**By bus:**

Bus routes from Kingston: 111\*, 216\*, 411\*, 461, 513. From Richmond: R68\* \*These services accept Oyster cards, LT cards, bus passes, Travelcards, Freedom Passes and Saver Tickets. For further information about bus routes please go to the [Transport for London](#) website. Buses pull up outside the train station, and the SOS!SEN office is opposite the train station on the other side of the road (grey door).

**By car:**

- From the M25 take either exit 10 on to the A307 or exit 12 on to the A308.
- From the A3 follow the A309 towards Hampton Court.

Unfortunately there are no direct facilities for parking at our office and we advise that you leave extra time for parking in a car park ([www.parkopedia.co.uk](http://www.parkopedia.co.uk)) or in a side street. Hampton Court Palace has 204 car parking spaces (daily rate applies).

### Location of office: SOS! SEN 11a Creek Road, East Molesey, Surrey KT8 9BE

