

Early Years Paperwork

COURSE OBJECTIVES

We will spend the session looking at the range of Early Years paperwork, focusing on how and when to complete specific documents in line with the SEND Code of Practice.

Time will be spent looking at Targeted Plans, Personalised Plans and the EHCP paperwork. There will be opportunities to discuss how best to complete the paperwork.

For those settings who will be completing EHCP paperwork, we will be offering a follow-up surgery to look at the completed paperwork prior to submission.

DATE & VENUE

October 15, 2020 9:30-12:30

A follow-up Surgery will take place on November 5, 2020 9:30-2:30*

Nexus Foundation Special School, Upper Haysden Lane, Tonbridge, TN11 8AA

TARGET AUDIENCE

Early Years SENCOs and Practitioners

COST

£18 per person

*(7 days' notice of cancellation will be required/non-cancellation will incur the full charge)
Refreshments will be provided*

To apply for a place please complete the slip below and return

**Individual slots will be allocated nearer the time for the follow-up surgery*



Course Title	<i>Early Years Paperwork – October 15, 2020</i>		
Name		Job Title	
Setting/School		Email	
Invoice to			

PLEASE NOTE: Once the booking form is received the relevant administrator will confirm your booking via email. Please do not assume you have a place, until you have received the confirming email

Return to:

Rachel Jackson - Administration and Training Officer, Special Teaching and Learning Service
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