



Mediation Preparation Form

We have 30 calendar days in which to hold the mediation meeting.

This information will be really helpful for making arrangements for the mediation meeting, so please return it or ring us as soon as you can.

Please complete this form and email it to senmediation@kids.org.uk. Alternatively you can call us on 03330 062 835 and tell us your wishes.

If you have any questions about this form, please call the **helpline on 03330 062 835**

| | |
|------------------------------------|--|
| Name of Child/ Young Person | |
| D.O.B | |

The mediation meeting will be taking place between the dates of:

(dates filled in by office)

When should the Mediation Meeting take place?

| | |
|-------------------------------------------------------------------------------------------------------------------|--|
| Please write here any dates when you <u>cannot</u> attend a mediation meeting within the dates given above | |
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Who should be at the Mediation Meeting?

Please tell us who you think the most important people are to attend the meeting (up to 3 attendees excluding yourself and the LA representative). For example the school SENCO, somebody from Parent Partnership Service/ SENDIASS, a friend or family member. Please note that we cannot guarantee the attendance of people you have nominated but we will do our best. You will also be able to discuss this with your mediator if you are not sure who should best be there.

| Name of Attendee | Organisation, Job Title, Phone Number & Email (if you have this information) |
|-------------------------|-----------------------------------------------------------------------------------------|
| 1) | |
| 2) | |
| 3) | |



Where should the mediation take place?

The mediation meeting will take place somewhere local and which is convenient for you. Please tell us your preference:

I would like the meeting to take place (please tick):

- At my child's school/college**
- At our local authority offices**
- Somewhere else (for example: library, community centre, other meetings place you know)**

If you ticked "somewhere else", can you give us their name, address and telephone number?:

Do you have special access requirements (such as wheelchair access, hearing loop)?

Is there anything else we should know as soon as possible?

Many thanks! This really helps us to get off to a good start.

KIDS, 249 Birmingham Road, Sutton Coldfield, B72 1EA. **Tel: 03330 062 835.**

Email: senmediation@kids.org.uk