

My Voice

An application has been made to the Additional Support Needs Tribunal (we call this **the Tribunal** in this form). The Tribunal will make a decision about what happens at school. You can find out more about the Tribunal here: www.needstolearn.scot

You are the most important person in the case.

The tribunal wants to know what you think. There are lots of different ways you can tell the tribunal what you think. You can use this form to write what you think. You can ask someone to help you to fill out the form.

You can use different ways to speak to us including writing, drawing, speaking in person or sending a video message. You can speak to the Tribunal about this.

This form is available in larger font and in other languages. If you don't have access to the internet a copy of the relevant information can be posted to you.

If you have any questions or need more information to complete this form, please call us on **0141 302 5860**.

Are you in the
right place?





Your details

If you complete the form yourself, you can give us your name and details here.

My name:

Date the form is being filled out:

Date of my tribunal hearing (if known):

My case reference number:

If someone has helped you to complete the form, they should give us their name here and their relationship to you.

Name of person filling in the form:

Relationship to child:



The tribunal hearing

A **hearing** is a legal meeting where three independent tribunal members listen to evidence from witnesses and hear legal arguments before it comes to a decision – a tribunal hearing **does not take place in a court**.

Do you know why a tribunal hearing is happening?

If you would you like more information about the hearing, tell us what you would like to know.



Your school education

Do you like your school? Yes No I don't know

If you answered 'yes', tell us what are the best things about your school.

If you answered 'no', tell us why you don't like it.

Continued on the next page >

Do you want anything to change at school? Yes No I don't know

If you answered, 'yes', what would you like to change at school?

Do you have friends at school? Yes No I don't know

Is having friends at school important to you?

Tell us about the help you get at school.

Continued on the next page >

Do you think you get enough help? Yes No I don't know

If you answered 'no', tell us about what kind of help you would like?

Are you worried about anything to do with your school?

Yes No I don't know

If you answered 'yes', tell us about this.

If you want to tell the tribunal anything else, please add it here.



What to expect

A tribunal

A tribunal is made up of 3 adults, who have special knowledge and experience of children who need extra help at school. One of the 3 adults is a lawyer and she or he will chair the hearing. They are called the tribunal members.

The hearing

You can come to your hearing. Some hearings last for more than one day – you don't have to stay in the hearing all the time unless you want to. You can come along at the start, the middle or at the end.



You can tell the tribunal members what you think. There are lots of different ways you can do this. We will do our best to make sure you feel comfortable.

You can bring an independent advocate with you, if you have one. They can speak on your behalf and help you when you are at the hearing.

If it would help you to have a pet with you at the hearing, you can speak to the Tribunal about this.

You can watch our animation videos to learn more about the hearing using this link: <https://healthandeducationchamber.scot/needstolearn/animations>



A bit more information

Sensory hearings

Our hearings are legal proceedings, but they don't take place in a court. We use rooms that have been designed by children to be more relaxing and less stressful. The tribunal members sit at a round table. You can sit here too, or you can choose to sit on a sofa.

Before the hearing you wait in a waiting room with others you have brought with you. The education authority and the people they bring with them do not sit in your waiting room. There are sensory toys in the waiting and hearing room for you to fidget with or to play with. If you need a break, there is a break-out space in the hearing room and a sensory room near to the hearing room, if you feel you need a quieter space to settle.

You can find out more about our sensory hearings using this link:

<https://healthandeducationchamber.scot/additional-support-needs/publications/291>

You as a party

When you are the one who has sent the application to the Tribunal you are called a 'party'. You have a right to be at the hearing, to ask questions and to speak at the hearing. **You have the exact same rights as an adult party.**

You can bring your representative if you have one (who might be a lawyer) and you can have another person there to support you at the hearing too (called a supporter). This could be an adult you trust or someone else like an independent advocate.

More information:

If you want to know more before the hearing, you can go to our website www.needstolearn.scot or you can phone the case officer on 0141 302 5860.

You can also contact **My Rights, My Say** who are the national children's agency, on 0345 123 2303 or on their website: <https://myrightsmysay.scot/>