



Special Needs Information Point

14 Rillbank Terrace, Royal Hospital for Sick Children, Edinburgh, EH9 1LN

Telephone / Fax: 0131 536 0583

E-Mail: Snip@btinternet.com

Referral Form

The Special Needs Information Point provides advice and information on services available to children with special needs and their carers. Snip can provide information on anything from medical conditions and disabilities, to support groups, respite care, benefits, education, toys and equipment, and play.

This form is designed for people, in the statutory and voluntary sector, who are working with families that have children with special needs and that may benefit from the information or 'listening ear' that Snip provides. While we always encourage workers to tell families about Snip, we realise it can often be difficult for parents or carers to phone or approach us. Therefore when we receive this referral form, we will then make contact with the family ourselves. We will try and contact all families within 3 working days of receiving the referral.

Workers should complete this form with the family's permission, or ideally alongside the parent or carer. Don't worry if the family don't have a specific enquiry or you can't complete all sections of the form, as long as we have the contact details then we will be able to speak to the families and see for ourselves how we can best help them.

When the form is completed, put it in an envelope and send it to our Freepost address opposite (no stamp required). When we have answered the enquiry, we will let you know by returning the tear-off slip at the bottom.

Special Needs Information Point
FREEPOST SCO5846
EDINBURGH
EH9 0BR

Many thanks for making this referral.

Name of person making referral

Job / organisation

Address

Post-code Telephone Number

Name of parent(s) / carer(s)

Address

Post-code Telephone Number

Name of child Age

Nature of his / her special needs (include diagnosis if known)

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Nature of enquiry (if you don't have a specific enquiry, you need not complete this section)

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Signed Date



Special Needs Information Point

We are writing to let you know that we have now spoken to

We have tried to answer their enquiry and provide them with relevant information.

Many thanks for referring this family to Snip.

Member of staff Signed Date