Booking Guide

Early Years SEND Surgery MS Bookings Site

Date of issue: September 2026

Guidance: How to use the online KCC Early Years SEND Surgeries Booking site to book a place on an Early Years SEND Surgery for your district.

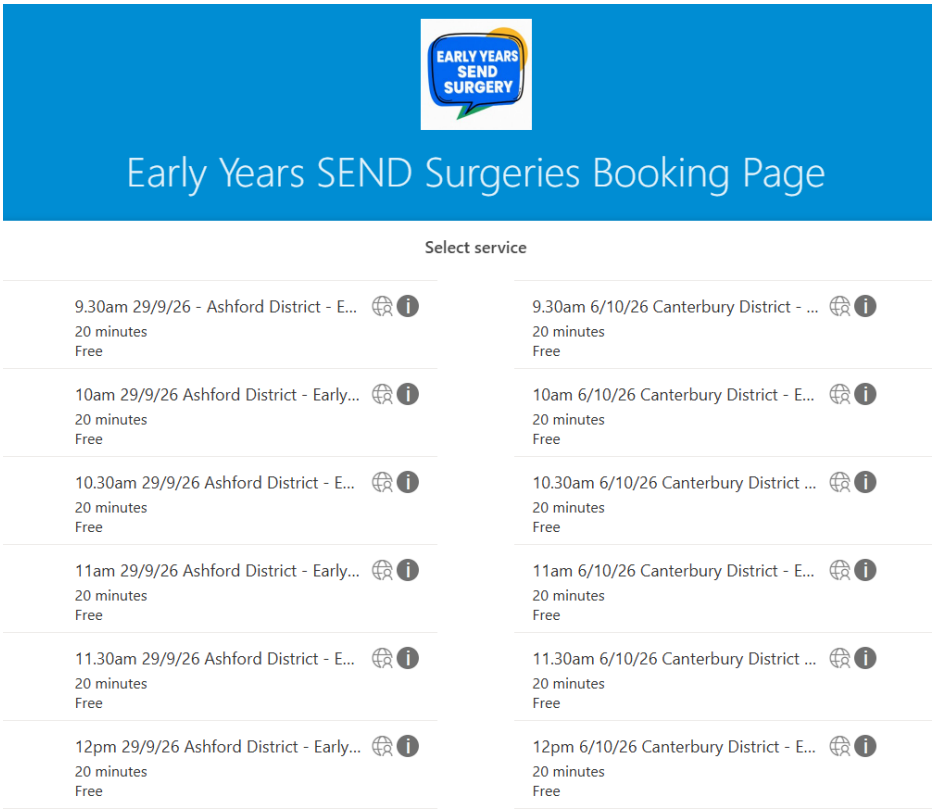
1. Click on the link below

   Early Years SEND Surgery Booking Site

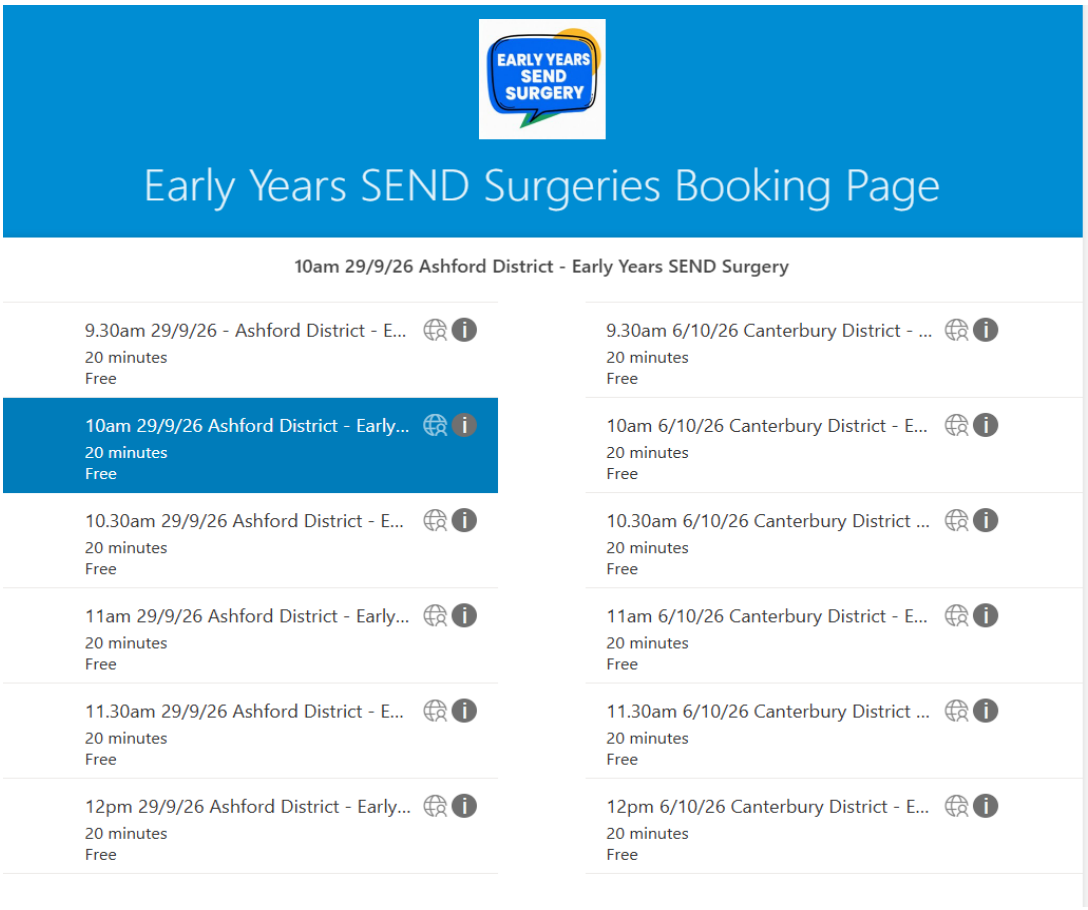
2. Click on the surgery slot you wish to attend for your district. If you cannot see your district scroll down the page to find it using the scroll bar on the right hand side. All slots will have the time and date at the beginning and the name of the district. **Please only select available surgeries for the district your provision is in.**

   ****Please scroll through all available options to find your nearest surgery. There are multiple dates for each district, and these are not listed in chronological order****

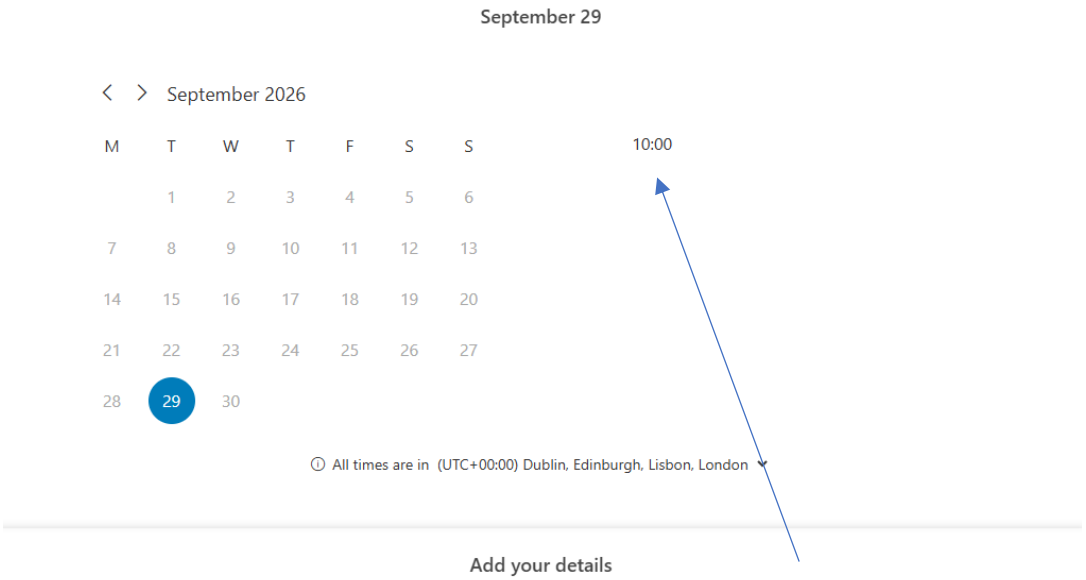
3. Click on the information symbol to read the full description of the course.



4. Click on the slot you wish to attend. It will become highlighted.



5. Scroll down until you see the calendar. Select the date of the surgery and a time slot will appear on the right hand side. This is the start time of the surgery slot.

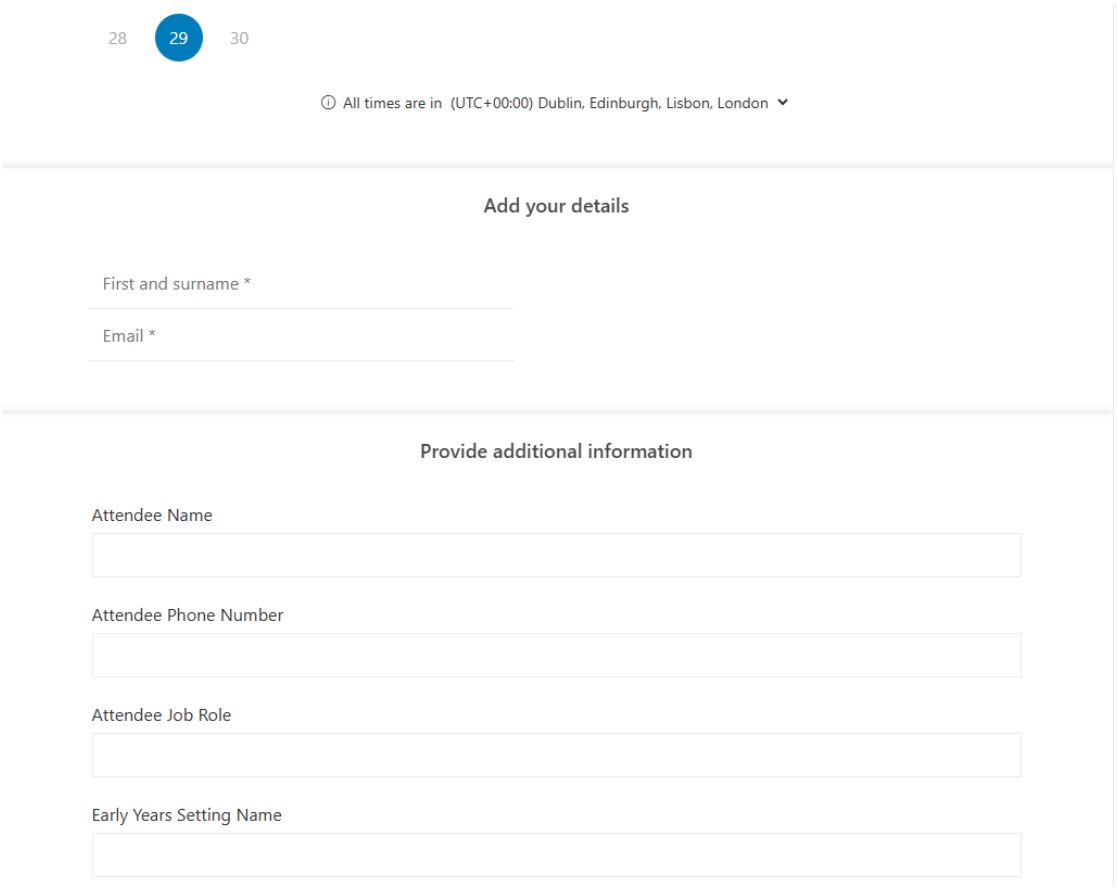


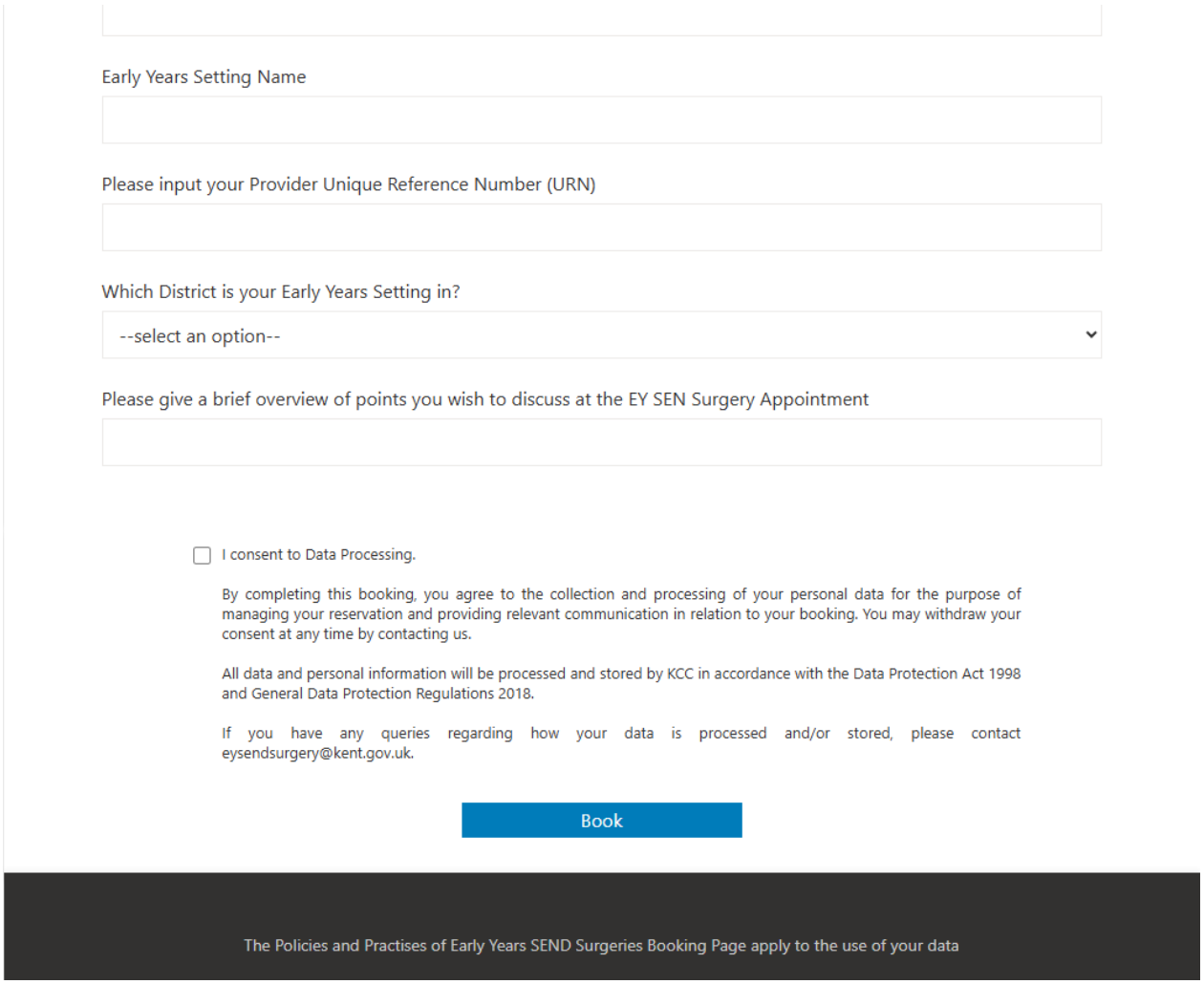
If there is no time showing on the right hand side this means the slot is already booked. Please select an alternative date and/or time to continue booking.

6. Click on the time shown.



7. Scroll down the page to add your details and secure your booking.





- Once you have booked, a confirmation message will appear and you will receive an email to confirm your booking instantly with a link to join the surgery slot via teams.

- **Please remember to check your junk/spam email as the message may automatically go there.**

- Please keep the email, as this is what you will need to go back to if you need to change or cancel your booking and also to join the

surgery on the date booked by using the **“join your appointment”** link within your confirmation or reminder email.