

## **Suffolk SEND Contacts**

The Special Educational Needs and Disabilities (SEND) team works closely with children, young people and their families, schools, and other professionals to assess children's needs and develop Education, Health and Care Plans (EHCPs).

We work alongside; Special Education Services, SEND Funding and Provider Services and Educational Psychology and Therapeutic Services, Social Care and Health and we are all dedicated to helping children and young people achieve their individual outcomes.

Our teams include;

### **EHCNA and Assessment Team**

[sendassessmentteam@suffolk.gov.uk](mailto:sendassessmentteam@suffolk.gov.uk) / 01473 263688

The SEND services EHCNA and assessment team provide support to children, young people and their families with special educational needs and disabilities as they move through the 0-20 week assessment phase of the SEND process. The team process all applications, through the decision to assess and the assessment process including seeking advice from professionals, settings, young people and families. Managers in this team also oversee panels discussing the LA view on agreeing to assessments, agreeing to issue plans and whether mainstream or specialist is appropriate based on the advice received.

*Please contact this team about queries relating to EHCNA requests, decisions to assess, decisions to issue and new draft plans.*

### **Reviews hub**

[EHCPReviews@suffolk.gov.uk](mailto:EHCPReviews@suffolk.gov.uk)

The Review Hub receive EHCP Reviews to determine the outcome of maintain, review, cease or reassessment, working alongside the locality review teams and the contracted plan writers. The Review Hub continues the work on supporting the reviews through to completion by triaging and adding capacity across the service. Annual Reviews go through the hub and not directly to the Locality Review Teams.

*Please contact this team with regards to annual reviews and decisions to amend and cease plans.*

### **Locality Review teams**

North Team - [sendlw@suffolk.gov.uk](mailto:sendlw@suffolk.gov.uk) 01502 521516

South Team – [sendss@suffolk.gov.uk](mailto:sendss@suffolk.gov.uk) 01473 260670

West Team – [sendws@suffolk.gov.uk](mailto:sendws@suffolk.gov.uk) 01284 741234

The Locality Review Teams provide support to children, young people with EHCPs, and their parents and carers. They focus on CYP with EHCPs only and associated work including Annual Reviews.

*Please contact this team about ongoing support with EHCPs, placements and education packages.*

## Tribunals

The Tribunals team support families and settings through the tribunals process. This includes receiving the appeal and completing the associated documents, discussing next steps with families, requesting witness statements from settings and representing the LA at the tribunal and associated meetings.

*Please contact this team about queries related to appeals and tribunals.*

## Contact expectations

If you have an enquiry the first point of contact is the assigned coordinator. This coordinator is named in the plan and will have contacted families to introduce themselves. When you email, please copy in the area mailbox, these are found above.

If you do not receive a reply to your enquiry within 5 days or are not satisfied with the content, please contact the associated lead coordinator as set out in the tables below. Following this if there is no reply contact the associated area manager.

Where further advice is needed, please contact the SEND practice leads who will complete an investigation.

Below are the details of staff within SEND teams

## EHCNA and Assessment

Manager	Rhianna Rance - <a href="mailto:rhianna.rance@suffolk.gov.uk">rhianna.rance@suffolk.gov.uk</a>		
Leads	Leanne Theobald <a href="mailto:leanne.theobald@suffolk.gov.uk">leanne.theobald@suffolk.gov.uk</a>	Claire Driver <a href="mailto:claire.driver@suffolk.gov.uk">claire.driver@suffolk.gov.uk</a>	Amy Lawrence / Camilla Nunn <a href="mailto:amy.lawrence@suffolk.gov.uk">amy.lawrence@suffolk.gov.uk</a> / <a href="mailto:camilla.nunn@suffolk.gov.uk">camilla.nunn@suffolk.gov.uk</a>
Coordinators	Kirsty Mower <a href="mailto:kirsty.mower@suffolk.gov.uk">kirsty.mower@suffolk.gov.uk</a> Sarah Morgan <a href="mailto:sarah.morgan@suffolk.gov.uk">sarah.morgan@suffolk.gov.uk</a> Miranda Key <a href="mailto:miranda.key@suffolk.gov.uk">miranda.key@suffolk.gov.uk</a> Claire Wood <a href="mailto:claire.wood@suffolk.gov.uk">claire.wood@suffolk.gov.uk</a> Bernie Miley <a href="mailto:bernadette.miley@suffolk.gov.uk">bernadette.miley@suffolk.gov.uk</a> Jennifer George <a href="mailto:jennifer.george@suffolk.gov.uk">jennifer.george@suffolk.gov.uk</a>	Misha Tricker <a href="mailto:misha.tricker@suffolk.gov.uk">misha.tricker@suffolk.gov.uk</a> Silvia Ricondo <a href="mailto:Silvia.ricondo@suffolk.gov.uk">Silvia.ricondo@suffolk.gov.uk</a> Natalie Peace <a href="mailto:Natalie.peace@suffolk.gov.uk">Natalie.peace@suffolk.gov.uk</a> Mikaela Green <a href="mailto:Mikaela.green@suffolk.gov.uk">Mikaela.green@suffolk.gov.uk</a> Estelle Barrett-Peters <a href="mailto:Estelle.barrett-peters@suffolk.gov.uk">Estelle.barrett-peters@suffolk.gov.uk</a> Katie Ealham <a href="mailto:Katie.ealham@suffolk.gov.uk">Katie.ealham@suffolk.gov.uk</a>	Stefan Gayland <a href="mailto:stefan.gaylard@suffolk.gov.uk">stefan.gaylard@suffolk.gov.uk</a> George May <a href="mailto:george.may@suffolk.gov.uk">george.may@suffolk.gov.uk</a> Hollie Freer <a href="mailto:hollie.freer@suffolk.gov.uk">hollie.freer@suffolk.gov.uk</a> Aimee Hanks <a href="mailto:aimee.hanks@suffolk.gov.uk">aimee.hanks@suffolk.gov.uk</a> Karen Everett <a href="mailto:karen.everett@suffolk.gov.uk">karen.everett@suffolk.gov.uk</a> Francesca Snell <a href="mailto:francesca.snell@suffolk.gov.uk">francesca.snell@suffolk.gov.uk</a>

	Rebecca Macehiter <a href="mailto:Rebecca.macehiter@suffolk.gov.uk">Rebecca.macehiter@suffolk.gov.uk</a> Portia Hartwell <a href="mailto:Portia.hartwell@suffolk.gov.uk">Portia.hartwell@suffolk.gov.uk</a>	Nicola Edwards <a href="mailto:Nicola.edwards@suffolk.gov.uk">Nicola.edwards@suffolk.gov.uk</a> Vince Owumi <a href="mailto:Vince.Owumi@suffolk.gov.uk">Vince.Owumi@suffolk.gov.uk</a> Hannah McConnell <a href="mailto:Hannah.Mcconnell@suffolk.gov.uk">Hannah.Mcconnell@suffolk.gov.uk</a> Gwen Milgate <a href="mailto:Gwen.Milgate@suffolk.gov.uk">Gwen.Milgate@suffolk.gov.uk</a> Celina Shah <a href="mailto:Celina.Shah@suffolk.gov.uk">Celina.Shah@suffolk.gov.uk</a> Yewande Reece <a href="mailto:Yewande.Reece@suffolk.gov.uk">Yewande.Reece@suffolk.gov.uk</a>	Toni Wasag <a href="mailto:toni.wasag@suffolk.gov.uk">toni.wasag@suffolk.gov.uk</a> Lucy Partridge <a href="mailto:Lucy.partridge@suffolk.gov.uk">Lucy.partridge@suffolk.gov.uk</a>
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## Annual Review Hub

Lead	Lizzie Girling <a href="mailto:lizzie.girling@suffolk.gov.uk">lizzie.girling@suffolk.gov.uk</a>	
Coordinators	Sue Waldon <a href="mailto:sue.waldon@suffolk.gov.uk">sue.waldon@suffolk.gov.uk</a> Steph Stevenson <a href="mailto:stephanie.stevenson@suffolk.gov.uk">stephanie.stevenson@suffolk.gov.uk</a> Graeme Bryce <a href="mailto:Graeme.bryce@suffolk.gov.uk">Graeme.bryce@suffolk.gov.uk</a> Theresa Smith <a href="mailto:Theresa.smith@suffolk.gov.uk">Theresa.smith@suffolk.gov.uk</a> Orchid Spencer <a href="mailto:Orchid.spencer@suffolk.gov.uk">Orchid.spencer@suffolk.gov.uk</a>	Sarah Killworth <a href="mailto:Sarah.killworth@suffolk.gov.uk">Sarah.killworth@suffolk.gov.uk</a> Helen Collins <a href="mailto:Helen.collins@suffolk.gov.uk">Helen.collins@suffolk.gov.uk</a> Emma Jarvis <a href="mailto:Emma.Jarvis@suffolk.gov.uk">Emma.Jarvis@suffolk.gov.uk</a> Julie Hunt <a href="mailto:Julie.Hunt@suffolk.gov.uk">Julie.Hunt@suffolk.gov.uk</a> Saira Kassana <a href="mailto:Saira.kassana@suffolk.gov.uk">Saira.kassana@suffolk.gov.uk</a>
Assistant Coordinators	Paul Nicholls <a href="mailto:paul.nicholls2@suffolk.gov.uk">paul.nicholls2@suffolk.gov.uk</a> Jen Byford <a href="mailto:jen.byford@suffolk.gov.uk">jen.byford@suffolk.gov.uk</a> Ashley Wilson <a href="mailto:ashley.wilson@suffolk.gov.uk">ashley.wilson@suffolk.gov.uk</a> Elise Thompson	Sarah Denny <a href="mailto:Sarah.denny@suffolk.gov.uk">Sarah.denny@suffolk.gov.uk</a> Jessica Woolnough <a href="mailto:Jessica.Woolnough@suffolk.gov.uk">Jessica.Woolnough@suffolk.gov.uk</a> Francesca Archer <a href="mailto:Francesca.Archer@suffolk.gov.uk">Francesca.Archer@suffolk.gov.uk</a> Katie Roper

	<a href="mailto:elise.thompson@suffolk.gov.uk">elise.thompson@suffolk.gov.uk</a> Georgia Tooke <a href="mailto:georgia.tooke@suffolk.gov.uk">georgia.tooke@suffolk.gov.uk</a>	<a href="mailto:Katie.Roper@suffolk.gov.uk">Katie.Roper@suffolk.gov.uk</a> Grace Ratcliffe (Mat Leave) <a href="mailto:Grace.ratcliffe@suffolk.gov.uk">Grace.ratcliffe@suffolk.gov.uk</a>
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## Resolutions and Tribunals

Managers	Holly Bridges <a href="mailto:Holly.bridges@suffolk.gov.uk">Holly.bridges@suffolk.gov.uk</a>
Officers	Jo Quigley <a href="mailto:Jo.quigley@suffolk.gov.uk">Jo.quigley@suffolk.gov.uk</a> James Pettit <a href="mailto:James.pettit@suffolk.gov.uk">James.pettit@suffolk.gov.uk</a> Sandy Bicknell <a href="mailto:Sandy.bicknell@suffolk.gov.uk">Sandy.bicknell@suffolk.gov.uk</a> Allison Rigdon <a href="mailto:Alison.Rigdon@suffolk.gov.uk">Alison.Rigdon@suffolk.gov.uk</a> Amanda Plumber-Gough <a href="mailto:Amanda.Plumber-Gough@suffolk.gov.uk">Amanda.Plumber-Gough@suffolk.gov.uk</a>

## Locality Teams - South Review Team

Managers	Hayley Mason / Paula Fuge - <a href="mailto:hayley.mason@suffolk.gov.uk">hayley.mason@suffolk.gov.uk</a> / <a href="mailto:paula.fuge@suffolk.gov.uk">paula.fuge@suffolk.gov.uk</a>			
Leads	Hannah Large (mat leave from Feb 2025) <a href="mailto:hannah.large@suffolk.gov.uk">hannah.large@suffolk.gov.uk</a>	Alison Sparkes (Lauren Sheldrake mat leave until Mar 25) <a href="mailto:Alison.sparkes@suffolk.gov.uk">Alison.sparkes@suffolk.gov.uk</a>	(Katie Boyce mat leave) <a href="mailto:Katie.boyce@suffolk.gov.uk">Katie.boyce@suffolk.gov.uk</a>	Edwin Lambert-Clarke <a href="mailto:edwin.lambert-clarke@suffolk.gov.uk">edwin.lambert-clarke@suffolk.gov.uk</a>
Coordinators	Marie Bartlett <a href="mailto:marie.bartlett@suffolk.gov.uk">marie.bartlett@suffolk.gov.uk</a> Nicole Lindsay (Mat Leave) <a href="mailto:nicole.lindsay@suffolk.gov.uk">nicole.lindsay@suffolk.gov.uk</a> Chloe Henderson <a href="mailto:chloe.henderson@suffolk.gov.uk">chloe.henderson@suffolk.gov.uk</a> Frankie McGrath		Emma King <a href="mailto:emma.king@suffolk.gov.uk">emma.king@suffolk.gov.uk</a> Sally Porter <a href="mailto:sally.porter@suffolk.gov.uk">sally.porter@suffolk.gov.uk</a> Rebecca Pittway <a href="mailto:rebecca.pittway@suffolk.gov.uk">rebecca.pittway@suffolk.gov.uk</a> Natalie Djima	

Last Updated: 11<sup>th</sup> February 2025

	<a href="mailto:Frankie.mcgrath@suffolk.gov.uk">Frankie.mcgrath@suffolk.gov.uk</a> Jo Buglione <a href="mailto:jo.buglione@suffolk.gov.uk">jo.buglione@suffolk.gov.uk</a> Nicola (Nikki) Turner <a href="mailto:nicola.turner2@suffolk.gov.uk">nicola.turner2@suffolk.gov.uk</a> Suzanne Mildinhall <a href="mailto:Suzanne.mildinhall@suffolk.gov.uk">Suzanne.mildinhall@suffolk.gov.uk</a> Shona Lucas <a href="mailto:shona.lucas@suffolk.gov.uk">shona.lucas@suffolk.gov.uk</a> Judy Mostert <a href="mailto:Judy.mostert@suffolk.gov.uk">Judy.mostert@suffolk.gov.uk</a>	<a href="mailto:Natalie.Djima@suffolk.gov.uk">Natalie.Djima@suffolk.gov.uk</a> Lisa Hawkins <a href="mailto:Lisa.Hawkins@suffolk.gov.uk">Lisa.Hawkins@suffolk.gov.uk</a> Natasha Knighton <a href="mailto:Natasha.Knighton@suffolk.gov.uk">Natasha.Knighton@suffolk.gov.uk</a> Victoria Sargeant <a href="mailto:Victoria.Sargeant@suffolk.gov.uk">Victoria.Sargeant@suffolk.gov.uk</a> Angela Yeomans <a href="mailto:Angela.Yeomans@suffolk.gov.uk">Angela.Yeomans@suffolk.gov.uk</a>
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#### West Review Team

Managers	Gabby Thompson (Interim) <a href="mailto:gabby.thompson@suffolk.gov.uk">gabby.thompson@suffolk.gov.uk</a>		
Leads	Tracey Fisher <a href="mailto:tracey.fisher@suffolk.gov.uk">tracey.fisher@suffolk.gov.uk</a>	Emily Garrod <a href="mailto:emily.garrod@suffolk.gov.uk">emily.garrod@suffolk.gov.uk</a>	Steven Catley <a href="mailto:Steven.Catley@suffolk.gov.uk">Steven.Catley@suffolk.gov.uk</a>
Coordinators	Devon Hinks <a href="mailto:devon.hinks@suffolk.gov.uk">devon.hinks@suffolk.gov.uk</a> Johanna Rayson <a href="mailto:johanna.rayson@suffolk.gov.uk">johanna.rayson@suffolk.gov.uk</a> Jennifer Shead <a href="mailto:jennifer.shead@suffolk.gov.uk">jennifer.shead@suffolk.gov.uk</a> Eleanor Mansfield <a href="mailto:Eleanor.Mansfield@suffolk.gov.uk">Eleanor.Mansfield@suffolk.gov.uk</a>	Katie Robinson <a href="mailto:katie.robinson@suffolk.gov.uk">katie.robinson@suffolk.gov.uk</a> Rebecca Whelan <a href="mailto:rebecca.whelan@suffolk.gov.uk">rebecca.whelan@suffolk.gov.uk</a> Nick Pinnock <a href="mailto:Nick.pinnock@suffolk.gov.uk">Nick.pinnock@suffolk.gov.uk</a> Charley Maynard <a href="mailto:charley.maynard@suffolk.gov.uk">charley.maynard@suffolk.gov.uk</a>	Wayne Pigeon Coote <a href="mailto:wayne.pigeoncoote@suffolk.gov.uk">wayne.pigeoncoote@suffolk.gov.uk</a> Helen Brunning <a href="mailto:Helen.brunning@suffolk.gov.uk">Helen.brunning@suffolk.gov.uk</a> Brigid Cubiss <a href="mailto:brigid.cubiss@suffolk.gov.uk">brigid.cubiss@suffolk.gov.uk</a> Matthew Freeman <a href="mailto:Matthew.freeman@suffolk.gov.uk">Matthew.freeman@suffolk.gov.uk</a> Anna Sylvester <a href="mailto:Anna.Sylvester@suffolk.gov.uk">Anna.Sylvester@suffolk.gov.uk</a>

#### North Review Team

Managers	Helen MacDougall - <a href="mailto:helen.macdougall@suffolk.gov.uk">helen.macdougall@suffolk.gov.uk</a>	
Leads	Martina Bohan <a href="mailto:martina.bohan@suffolk.gov.uk">martina.bohan@suffolk.gov.uk</a>	Joy Derbyshire-Baldwin <a href="mailto:joy.derbyshire-baldwin@suffolk.gov.uk">joy.derbyshire-baldwin@suffolk.gov.uk</a>

Coordinators	Clair Berry <a href="mailto:clair.berry@suffolk.gov.uk">clair.berry@suffolk.gov.uk</a> Emma Hales <a href="mailto:emma.hales@suffolk.gov.uk">emma.hales@suffolk.gov.uk</a> Linda Gardiner <a href="mailto:linda.gardiner@suffolk.gov.uk">linda.gardiner@suffolk.gov.uk</a> Holly Buck <a href="mailto:holly.buck@suffolk.gov.uk">holly.buck@suffolk.gov.uk</a> Alice Mutton <a href="mailto:alice.mutton@suffolk.gov.uk">alice.mutton@suffolk.gov.uk</a> Clare Williams <a href="mailto:Clare.williams@suffolk.gov.uk">Clare.williams@suffolk.gov.uk</a>	Amy Wignall <a href="mailto:amy.wignall@suffolk.gov.uk">amy.wignall@suffolk.gov.uk</a> Lisa Farrow <a href="mailto:lisa.farrow@suffolk.gov.uk">lisa.farrow@suffolk.gov.uk</a> Jen King <a href="mailto:Jen.King@suffolk.gov.uk">Jen.King@suffolk.gov.uk</a> Katherine Sinclair <a href="mailto:Katherine.Sinclair@suffolk.gov.uk">Katherine.Sinclair@suffolk.gov.uk</a>
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#### Leadership Team

Head of Service	Adele Simpson (Interim) <a href="mailto:Adele.Simpson@suffolk.gov.uk">Adele.Simpson@suffolk.gov.uk</a>
Deputy Head of Service – EHCNA and Assessment	Jennifer Beaton <a href="mailto:Jennifer.beaton@suffolk.gov.uk">Jennifer.beaton@suffolk.gov.uk</a>
Deputy Head of Service - Reviews and Localities	Lucy Jacobs <a href="mailto:Lucy.jacobs@suffolk.gov.uk">Lucy.jacobs@suffolk.gov.uk</a>
SEND Practice Leads	Angi Adams <a href="mailto:Angi.adams@suffolk.gov.uk">Angi.adams@suffolk.gov.uk</a> Gillian Tate <a href="mailto:Gillian.tate@suffolk.gov.uk">Gillian.tate@suffolk.gov.uk</a>
Admissions and Panel manager	Joanna Howell <a href="mailto:Joanna.howell@suffolk.gov.uk">Joanna.howell@suffolk.gov.uk</a>