

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 / 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

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 01502 521516

South Team – sendss@suffolk.gov.uk 01473 260670

West Team – 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 - rhianna.rance@suffolk.gov.uk		
Leads	Leanne Theobald leanne.theobald@suffolk.gov.uk	Claire Driver claire.driver@suffolk.gov.uk	Amy Lawrence / Camilla Nunn amy.lawrence@suffolk.gov.uk / camilla.nunn@suffolk.gov.uk
Coordinators	Kirsty Mower kirsty.mower@suffolk.gov.uk Sarah Morgan sarah.morgan@suffolk.gov.uk Miranda Key miranda.key@suffolk.gov.uk Claire Wood claire.wood@suffolk.gov.uk Bernie Miley bernadette.miley@suffolk.gov.uk Jennifer George jennifer.george@suffolk.gov.uk	Misha Tricker misha.tricker@suffolk.gov.uk Silvia Ricondo Silvia.ricondo@suffolk.gov.uk Natalie Peace Natalie.peace@suffolk.gov.uk Portia Hartwell Portia.hartwell@suffolk.gov.uk Mikaela Green Mikaela.green@suffolk.gov.uk Estelle Barrett-Peters	Stefan Gayland stefan.gaylard@suffolk.gov.uk George May george.may@suffolk.gov.uk Hollie Freer hollie.freer@suffolk.gov.uk Aimee Hanks aimee.hanks@suffolk.gov.uk Karen Everett karen.everett@suffolk.gov.uk Francesca Snell francesca.snell@suffolk.gov.uk

Last Updated: 18th November 2024

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Annual Review Hub

Lead	Lizzie Girling lizzie.girling@suffolk.gov.uk
Coordinators	Sue Waldon sue.waldon@suffolk.gov.uk Steph Stevenson stephanie.stevenson@suffolk.gov.uk Graeme Bryce Graeme.bryce@suffolk.gov.uk Theresa Smith Theresa.smith@suffolk.gov.uk Orchid Spencer Orchid.spencer@suffolk.gov.uk Sarah Killworth Sarah.killworth@suffolk.gov.uk Helen Collins Helen.collins@suffolk.gov.uk Emma Jarvis Emma.Jarvis@suffolk.gov.uk Julie Hunt Julie.Hunt@suffolk.gov.uk
Assistant Coordinators	Paul Nicholls paul.nicholls2@suffolk.gov.uk Jen Byford jen.byford@suffolk.gov.uk Ashley Wilson ashley.wilson@suffolk.gov.uk Elise Thompson

	elise.thompson@suffolk.gov.uk Georgia Tooke georgia.tooke@suffol.gov.uk
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Resolutions and Tribunals

Managers	Holly Bridges Holly.bridges@suffolk.gov.uk
Officers	Jo Quigley Jo.quigley@suffolk.gov.uk James Pettit James.pettit@suffolk.gov.uk Sandy Bicknell Sandy.bicknell@suffolk.gov.uk Allison Rigdon Alison.Rigdon@suffolk.gov.uk Amanda Plumber-Gough Amanda.Plumber-Gough@suffolk.gov.uk

Locality Teams - South Review Team

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

	<p>Jo Buglione jo.buglione@suffolk.gov.uk Nicola (Nikki) Turner nicola.turner2@suffolk.gov.uk Suzanne Mildinhall Suzanne.mildinhall@suffolk.gov.uk Shona Lucas shona.lucas@suffolk.gov.uk Judy Mostert Judy.mostert@suffolk.gov.uk</p>	
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West Review Team

Managers	<p>Gabby Thompson (Interim) gabby.thompson@suffolk.gov.uk</p>		
Leads	<p>Tracey Fisher tracey.fisher@suffolk.gov.uk</p>	<p>Emily Garrod emily.garrod@suffolk.gov.uk</p>	<p>Steven Catley Steven.Catley@suffolk.gov.uk</p>
Coordinators	<p>Rachel Smith rachael.smith@suffolk.gov.uk Heather Taylor heather.taylor@suffolk.gov.uk Devon Hinks devon.hinks@suffolk.gov.uk Johanna Rayson johanna.rayson@suffolk.gov.uk Jennifer Shead jennifer.shead@suffolk.gov.uk</p>	<p>Katie Robinson katie.robinson@suffolk.gov.uk Rebecca Whelan rebecca.whelan@suffolk.gov.uk Nick Pinnock Nick.pinnock@suffolk.gov.uk Charley Maynard charley.maynard@suffolk.gov.uk Grace Ratcliffe grace.ratcliffe2@suffolk.gov.uk</p>	<p>Wayne Pigeon Coote wayne.pigeoncoote@suffolk.gov.uk Helen Brunning Helen.brunning@suffolk.gov.uk Brigid Cubiss brigid.cubiss@suffolk.gov.uk Kellie Bradley Kellie.Bradley@suffolk.gov.uk</p>

North Review Team

Managers	<p>Helen MacDougal - helen.macdougall@suffolk.gov.uk</p>	
Leads	<p>Martina Bohan martina.bohan@suffolk.gov.uk</p>	<p>Joy Derbyshire-Baldwin joy.derbyshire-baldwin@suffolk.gov.uk</p>

Coordinators	Clair Berry clair.berry@suffolk.gov.uk Emma Hales emma.hales@suffolk.gov.uk Linda Gardiner linda.gardiner@suffolk.gov.uk Holly Buck holly.buck@suffolk.gov.uk Alice Mutton alice.mutton@suffolk.gov.uk	Amy Wignall amy.wignall@suffolk.gov.uk Lisa Farrow lisa.farrow@suffolk.gov.uk Sofia Sami Sofia.sami@suffolk.gov.uk Saira Kassana Saira.kassana@suffolk.gov.uk Jen King Jen.King@suffolk.gov.uk Katherine Sinclair Katherine.Sinclair@suffolk.gov.uk
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Leadership Team

Head of Service	Francesca Alexander Francesca.alexander@suffolk.gov.uk
Deputy Head of Service – EHCNA and Assessment	Jennifer Beaton Jennifer.beaton@suffolk.gov.uk
Deputy Head of Service - Reviews and Localities	Lucy Jacobs Lucy.jacobs@suffolk.gov.uk
SEND Practice Leads	Angi Adams Angi.adams@suffolk.gov.uk Gillian Tate Gillian.tate@suffolk.gov.uk
Admissions and Panel manager	Joanna Howell Joanna.howell@suffolk.gov.uk