

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 team manager.

EHCNA and Assessment

Manager	Rhianna Rance Rhianna.Rance@Suffolk.gov.uk				
Leads	Camilla Cook Camilla.Cook@Suffolk.gov.uk	Claire Driver Claire.Driver@Suffolk.gov.uk	Leanne Theobald Leanne.Theobald@Suffolk.gov.uk	Lucy Partridge Lucy.Partridge@Suffolk.gov.uk	Amy Lawrence Amy.Lawrence@Suffolk.gov.uk
Coordinators	George May George.May@suffolk.gov.uk Gemma Worley Gemma.Worley@suffolk.gov.uk Francesca Snell Francesca.Snell@suffolk.gov.uk Portia Hartwell Portia.Hartwell@suffolk.gov.uk Rebecka Smart Rebecka.Smart@Suffolk.gov.uk	Stefan Gaylard Stefan.Gaylard@suffolk.gov.uk Misha Tricker Misha.Tricker@suffolk.gov.uk Miranda Key Miranda.Key@suffolk.gov.uk Mikaela Green (Maternity Leave) Mikaela.Green@suffolk.gov.uk Silvia Ricondo Silvia.Ricondo@suffolk.gov.uk Katie Cope Katie.Cope@suffolk.gov.uk	Katie Ealham katie.ealham@suffolk.gov.uk Kirsty Mower kirsty.mower@suffolk.gov.uk Rebecca Wilkinson rebecca.wilkinson@suffolk.gov.uk Karen Everett Karen.Everett@Suffolk.gov.uk Daisy Wilkinson (Maternity leave) Daisy.Wilkinson@Suffolk.gov.uk	Natalie Peace Natalie.Peace@suffolk.gov.uk Hannah Ramsey Hannah.Ramsey@suffolk.gov.uk Alex Gooch alex.gooch@suffolk.gov.uk Toni Wasag Toni.Wasag@suffolk.gov.uk	Hannah Sykes Hannah.Sykes@Suffolk.gov.uk EHCNA TEAM

Annual Review Hub

Lead	Lizzie Girling lizzie.girling@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 (Maternity Leave) Elise.Thompson@Suffolk.gov.uk Georgia Tooke Georgia.Tooke@Suffolk.gov.uk Amanda Campbell Amanda.Campbell@suffolk.gov.uk	Sarah Denny Sarah.denny@suffolk.gov.uk Jessica Woolnough Jessica.Woolnough@suffolk.gov.uk Francesca Archer Francesca.Archer@suffolk.gov.uk Katie Roper Katie.Roper@suffolk.gov.uk Grace Ratcliffe Grace.ratcliffe2@suffolk.gov.uk Angela Wilson Angela.Wilson@suffolk.gov.uk

Resolutions and Tribunals

Manager	Gillian Tate Gillian.Tate@Suffolk.gov.uk
Officers	James Pettit James.pettit@suffolk.gov.uk Hannah Rose Hannah.rose@suffolk.gov.uk Sadia Raja Sadia.Raja@Suffolk.gov.uk Emma King Emma.King@Suffolk.gov.uk Rebecca Whelan Rebecca.Whelan@Suffolk.gov.uk Alison Sparkes Alison.Sparkes@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	Lauren Sheldrake Lauren.Sheldrake@Suffolk.gov.uk	Katie Boyce Katie.boyce@suffolk.gov.uk	Edwin Lambert-Clarke edwin.lambert-clarke@suffolk.gov.uk	Sarah Harris Sarah.Harris@suffolk.gov.uk
Coordinators	Jemma Fitkin Jemma.Fitkin@Suffolk.gov.uk Alexandra Yates Alexandra.Yates@Suffolk.gov.uk Nicole Lindsay Nicole.Lindsay@Suffolk.gov.uk Vacancy	Lisa Hawkins Lisa.Hawkins@Suffolk.gov.uk Kathryn Nielsen Kathryn.Nielsen@Suffolk.gov.uk Judy Mostert Judy.Mostert@Suffolk.gov.uk	Natasha Knighton Natasha.Knighton@Suffolk.gov.uk Vacancy Vacancy Vacancy	Jo Buglione Jo.Buglione@Suffolk.gov.uk Nicola Turner Nicola.Turner2@suffolk.gov.uk Shona Lucas Shona.Lucas@Suffolk.gov.uk Rebecca Pittway Rebecca.Pittway@Suffolk.gov.uk Helen Burns Helen.Burns@Suffolk.gov.uk	Marie Bartlett Marie.Bartlett@Suffolk.gov.uk Sally Porter Sally.Porter@Suffolk.gov.uk Helen Rinder Helen.Rinder@Suffolk.gov.uk Vacancy

West Review Team

Manager	Emma Connell-Smith Emma.connell-smith@suffolk.gov.uk		
Leads	Sarah Bowyer (Currently unavailable) Sarah.Bowyer@Suffolk.gov.uk	Leah Pilbury (Currently unavailable) leah.pilbury@suffolk.gov.uk	Devon Hinks Devon.Hinks@Suffolk.gov.uk
Coordinators	Sarah Ballantyne Sarah.Ballantyne@Suffolk.gov.uk Anna Sylvester Anna.Sylvester@Suffolk.gov.uk Brigid Cubiss Brigid.Cubiss@Suffolk.gov.uk Helen Brunning Helen.Brunning@Suffolk.gov.uk Johanna Rayson (Currently unavailable) Johanna.Rayson@Suffolk.gov.uk	Jessica Robinson Jessica.Robinson@Suffolk.gov.uk Jade Hunt Jade.Hunt@Suffolk.gov.uk	Matthew Freeman Matthew.Freeman@Suffolk.gov.uk Jennifer Shead Jennifer.Shead@Suffolk.gov.uk Helen Fraser Helen.Fraser@suffolk.gov.uk Leon Bonsu (Currently unavailable) Leon.Bonsu@suffolk.gov.uk Jessica Butler Jessica.Butler@Suffolk.gov.uk

North Review Team

Last Updated: 16th April 2026

Manager	Holly Usher Holly.usher@suffolk.gov.uk	
Leads	Martina Bohan Martina.Bohan@Suffolk.gov.uk	Holly Buck holly.buck@suffolk.gov.uk
Coordinators	Clair Berry Clair.Berry@Suffolk.gov.uk Linda Gardiner linda.gardiner@suffolk.gov.uk Alice Mutton Alice.Mutton@Suffolk.gov.uk Abbie Cattermole-Burch Abbie.Cattermole-Burch@suffolk.gov.uk Clare Else Clare.Else@Suffolk.gov.uk	Amy Wignall amy.wignall@suffolk.gov.uk Eva Bodmer Eva.bodmer@suffolk.gov.uk Annie Freeman Annie.freeman@suffolk.gov.uk Lisa Farrow Lisa.Farrow@Suffolk.gov.uk Sara Cathmoir Sara.Cathmoir2@suffolk.gov.uk

Leadership Team

Last Updated: 16th April 2026

Head of Service	Jennifer Beaton (Assessments) Jennifer.beaton@suffolk.gov.uk Lucy Doherty (Reviews) Lucy.Doherty@Suffolk.gov.uk
SEND Practice Lead	Angi Adams Angi.adams@suffolk.gov.uk
Admissions and Panel manager	Joanna Howell Joanna.howell@suffolk.gov.uk
SEND Practice Lead (Panel)	Kieran Sansum Kierna.Sansum@Suffolk.gov.uk
SEND Budget Coordinator	
Business Support Manager	Imogen Munford Imogen.Munford@Suffolk.gov.uk