

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	Camilla Nunn camilla.nunn@suffolk.gov.uk	Amy Lawrence amy.lawrence@suffolk.gov.uk
Coordinators	Katie Ealham Katie.ealham@suffolk.gov.uk Kirsty Mower kirsty.mower@suffolk.gov.uk Sharn Smith Sharn.Smith@suffolk.gov.uk	Misha Tricker misha.tricker@suffolk.gov.uk Rebecca Appleby Rebecca.Appleby@suffolk.gov.uk Jennifer George jennifer.george@suffolk.gov.uk	George May george.may@suffolk.gov.uk Sarah Morgan sarah.morgan@suffolk.gov.uk Francesca Snell francesca.snell@suffolk.gov.uk Portia Hartwell Portia.hartwell@suffolk.gov.uk	Stefan Gayland stefan.gaylard@suffolk.gov.uk Toni Wasag toni.wasag@suffolk.gov.uk Mikaela Green Mikaela.green@suffolk.gov.uk Hannah Ramsey Hannah.ramsey@suffolk.gov.uk Kamaria Killingbeck-George

	Miranda Key miranda.key@suffolk.gov.uk Natalie Peace Natalie.peace@suffolk.gov.uk Rebecca Wilkinson Rebecca.wilkinson@suffolk.gov.uk Daisy Wilkins Daisy.wilkins@suffolk.gov.uk Silvia Ricondo Silvia.ricondo@suffolk.gov.uk		Lucy Partridge Lucy.partridge@suffolk.gov.uk Gemma Worley gemma.worley@suffolk.gov.uk Karen Everett karen.everett@suffolk.gov.uk	Kamaria.Killingbeck-George@suffolk.gov.uk
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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 elise.thompson@suffolk.gov.uk Georgia Tooke georgia.tooke@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 (Mat Leave) Grace.ratcliffe2@suffolk.gov.uk

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 Siobhan Martin Siobhan.Martin@suffolk.gov.uk Hannah Rose (from 23 rd June) Hannah.rose@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 (mat leave from Feb 2025) Alison Sparkes (covering maternity) Alison.sparkes@suffolk.gov.uk	Lauren Sheldrake Lauren.Sheldrake@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 (Mat Leave) nicole.lindsay@suffolk.gov.uk Chloe Henderson	Amelia Driver Amelia.driver@suffolk.gov.uk Lisa Hawkins Lisa.Hawkins@suffolk.gov.uk Natasa Knighton		Ben O'Connell Benjamin.O'Connell@suffolk.gov.uk Emma King emma.king@suffolk.gov.uk Sally Porter sally.porter@suffolk.gov.uk

Last Updated: 11th June 2025

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West Review Team

Managers	Emma Connell-Smith Emma.connell-smith@suffolk.gov.uk		
Leads	Sarah Bowyer (starting 23 rd June) Sarah.morgan@suffolk.gov.uk	Emily Garrod / Leah Pilbury (starting 16 th June) emily.garrod@suffolk.gov.uk / 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	Katie Robinson katie.robinson@suffolk.gov.uk Rebecca Whelan rebecca.whelan@suffolk.gov.uk Charley Maynard charley.maynard@suffolk.gov.uk Amanda Campbell Amanda.campbell@suffolk.gov.uk	Matthew Freeman Matthew.freeman@suffolk.gov.uk Johanna Rayson johanna.rayson@suffolk.gov.uk Jennifer Shead jennifer.shead@suffolk.gov.uk Eleanor Mansfield Eleanor.Mansfield@suffolk.gov.uk Helen Fraser Helen.Fraser@suffolk.gov.uk

North Review Team

Managers	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 Angela Yeomans Angela.Yeomans@suffolk.gov.uk	Amy Wignall amy.wignall@suffolk.gov.uk Lisa Farrow lisa.farrow@suffolk.gov.uk Jen King Jen.King@suffolk.gov.uk Chloe Herold chloe.herold@suffolk.gov.uk

Leadership Team

Head of Service	Jennifer Beaton (Assessments) Jennifer.beaton@suffolk.gov.uk Lucy Jacobs (Reviews) Lucy.jacobs@suffolk.gov.uk
Deputy Head of Service	Vacancy
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
SEND Practice Lead (Panel)	Kieran Sansum Kieran.Sansum@suffolk.gov.uk

SEND Budget Coordinator	Sophie Caparn Sophie.caparn@suffolk.gov.uk
Business Support Manager	Danielle Stanton Danielle.stanton@suffolk.gov.uk