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| **NORTHEAST SEND OPERATIONS – CONTACT DETAILS (SEPTEMBER 2025)****Sarahe Harris** – SEND Operations Lead (Sarahe.Harris@essex.gov.uk)**Samantha Bernstone –** Communications and Monitoring Officer **Kerry Amman –** Inward transfer SEND Operations Assistant |
| **Alison Williams** – Deputy SOL (Alison.Williams2@essex.gov.uk)Oversight and line management of all SEND Operations Coordinators**Katherine Smith** - SEND Operations Coordinator (Support for Families / schools undergoing EHC assessment prior to EP allocation) |
| **Team email addresses: (please see below for relevant school / setting inbox)**EHCRequestNorthEast@essex.gov.uk – Assessments for EHCNASendoperations.ne@essex.gov.uk – general enquiriesConsultreponses.northeast@essex.gov.uk – sending consults to and from schools onlyAnnualReviews.NorthE@essex.gov.uk - for sending ARs (within 10 working days of the AR meeting as within Code of Practice) |
| **COLCHESTER 1**Colchester1@essex.gov.uk | **COLCHESTER / TENDRING 2**Colchester/Tendring2@essex.gov.uk | **TENDRING 1**Tendring1@essex.gov.uk |
| **KATIE ROAST** SEND Operations Partner | **ZOE OSBORN** SEND Operations Partner | **PAULA DOWELL** SEND Operations Partner |
| **Laura Brooks** - SEND Operations Assistant | **Abbey Gallant –** SEND Operations Assistant | **Clare Jarman** -SEND Operations Assistant |
| **Marnie Bevan -** SEND Operations Coordinator | **Beverley Masilela** - SEND Operations Coordinator | **Agota Takacs** - SEND Operations Coordinator |
| **Stephanie Knight-** SEND Operations Coordinator | **Jenny Bright -** SEND Operations Coordinator | **Megan Carter** - SEND Operations Coordinator |
| **Vicki Palmer** - SEND Operations Coordinator | **Dee Tucknott -** SEND Operations Coordinator | **Jennie Cooke -** SEND Operations Coordinator |
| **The Gilberd** Brinkley Grove Highwoods LanghamSt. John’s CofE **The Trinity**Myland Camulos Queen Boudica Boxted St Peter’s **Colchester Academy** Hazelmere InfantHazelmere JuniorUnity Parsons HeathRoach ValeWillow BrookFriars Grove  | **Philip Morant** Home Farm Lexden (+ HI Unit) Prettygate Infant Prettygate Junior Hamilton**St Helena**Bishop William Ward Braiswick Kendall North St George’s St John’s GreenSt James’ St Thomas More  | **Thomas Lord Audley** Cherry Tree (+ SLT Unit) Mersea Island Monkwick Infant Monkwick Junior FingringhoeLangenhoe Old Heath St Lawrence**Paxman Academy**GosbecksSt Michael’sKing’s Ford Academy King’s Ford Infants Montgomery Primary**St Benedict’s**St Teresa’s **The Stanway** Chappel Copford Fordham Great Tey Heathlands Holy TrinityLayer-de-la-HayeSt Andrew’s (Marks Tey) Stanway Fiveways Stanway Lakelands | **Thurstable** Baynards Birch Messing Milldene Tiptree Heath St Luke’s **Manningtree High** Ardleigh St Mary’s DedhamBradfield Highfields Lawford St George’s (Gt Bromley)Stourview **Colne Community** Brightlingsea Great BentleyBroomgrove Infant Broomgrove Junior MillfieldsElmstead Alresford | **Clacton County High** Burrsville Infant Cann HallGt Clacton Junior Holland Park Holland Haven White Hall **Lift Clacton**Sir Martin FrobisherAlton Park Oakwood Infant RavensSt Clare’s St Osyth**Colchester County High School for Girls****Colchester Royal Grammar** | **Lift Tendring**Engaines FrintonHamford KirbyRolphSt Andrew’s (Weeley)TendringWalton**Harwich & Dovercourt**All Saints(Dovercourt)Chase LaneSpring Meadow Harwich Primary MayflowerSt Joseph’sAll Saints (Great Oakley)Wix and WrabnessSt Michael’s  |
| **Annual Review Team** **(Please use Annual review inbox for ARs to be sent)****Karen Clark** – SEND Operations Partner (Lead SOP/Line Manager)**Laura Randall –** Annual Review Coordinator **Becci Quarmby** – SEND Operations Coordinator **Christie Scott** – SEND Operations Coordinator **Verona Gowdie** – Send Operations Assistant  | **EOTIS/C and Awaiting Provision Team****Mel Williams** – SEND Operations Partner (Lead SOP/Line Manager)**Cat Keen** – SEND Operations Assistant |
| **Tribunal & Gatekeeper Team**Jane Pepper – SEND Operations Partner (Lead SOP/Line Manager) Claire Eley – SEND Operations Assistant | **Gatekeeping Schools and SEND provisions** |  |
|  | Market Field School and College (including Hope Lodge) |  |
|  | Kingswode Hoe  | Hamford Primary (Lift) ASC |
|  | Lexden Springs | Lift Tendring ASC |
|  | Shorefields  | Philip Morant HIU |
|  | Langham Oaks | Lexden Primary HIU |
|  | NEECA (Including New Futures) | Cherry Tree SLU |