|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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](mailto:EHCRequestNorthEast@essex.gov.uk) – Assessments for EHCNA  [Sendoperations.ne@essex.gov.uk](mailto:Sendoperations.ne@essex.gov.uk) – general enquiries  [Consultreponses.northeast@essex.gov.uk](mailto:Consultreponses.northeast@essex.gov.uk) – sending consults to and from schools only  [AnnualReviews.NorthE@essex.gov.uk](mailto:AnnualReviews.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](mailto:Colchester1@essex.gov.uk) | | **COLCHESTER / TENDRING 2**  [Colchester/Tendring2@essex.gov.uk](mailto:Colchester/Tendring2@essex.gov.uk) | | | | **TENDRING 1**  [Tendring1@essex.gov.uk](mailto: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  Langham  St. John’s CofE  **The Trinity**  Myland  Camulos  Queen Boudica  Boxted St Peter’s  **Colchester Academy** Hazelmere Infant  Hazelmere Junior  Unity  Parsons Heath  Roach Vale  Willow Brook  Friars 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 Green  St James’  St Thomas More | **Thomas Lord Audley** Cherry Tree (+ SLT Unit) Mersea Island Monkwick Infant Monkwick Junior Fingringhoe  Langenhoe Old Heath St Lawrence  **Paxman Academy**  Gosbecks  St Michael’s  King’s Ford Academy  King’s Ford Infants Montgomery Primary  **St Benedict’s**  St Teresa’s  **The Stanway** Chappel Copford Fordham Great Tey Heathlands Holy Trinity  Layer-de-la-Haye  St Andrew’s (Marks Tey)  Stanway Fiveways  Stanway  Lakelands | | **Thurstable** Baynards Birch  Messing Milldene Tiptree Heath St Luke’s  **Manningtree High** Ardleigh St Mary’s Dedham  Bradfield Highfields Lawford  St George’s (Gt Bromley)  Stourview  **Colne Community** Brightlingsea  Great Bentley  Broomgrove Infant Broomgrove Junior  Millfields  Elmstead  Alresford | | **Clacton County High** Burrsville Infant Cann Hall  Gt Clacton Junior Holland Park Holland Haven White Hall  **Lift Clacton**  Sir Martin Frobisher  Alton Park  Oakwood Infant Ravens  St Clare’s  St Osyth  **Colchester County High School for Girls**  **Colchester Royal Grammar** | **Lift Tendring**  Engaines Frinton  Hamford  Kirby  Rolph  St Andrew’s (Weeley)  Tendring  Walton  **Harwich & Dovercourt**  All Saints(Dovercourt)  Chase Lane  Spring Meadow Harwich Primary Mayflower  St Joseph’s  All Saints (Great Oakley)Wix and Wrabness  St 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 | | |