



Introducing our SEND Team

Welcome and agenda

Welcome & Introductions

Plan for today:

Arrive: 10:30

Tea/coffee: 10:30-10:45

Presentation by Jamie (Head of SEND) & Sam (SEND Practice Manager): 10:45-11:00

Q&A: 11:00-11:20

Meet the Team / Tea & Coffee: 11:20-Finish

Please note:

We have printed 'service request' forms in case you have questions specific to your child and their current circumstances.

Your queries will be responded to by your child's allocated SEND Casework Practitioner.



Wokingham Borough SEND Team Context- You said, We did

SEND Team Staffing & Structure

Wokingham Borough Council currently maintain approximately 2200 EHCPs, which is over a 50% increase in the last 5 years.

In recent years, SEND Team staffing and structure did not change to adapt to this increase.

Reliance on interim staff.

SEND Assessment Team & SEND Review Team.

SEND Inboxes

Multiple email addresses:

SEN, School Age, PFA, EOTAS, Assessment, Review

SEND Service

Lack of SEND Support or consistency of offer in schools.

Quality & training

Local Offer confusing and difficult to navigate

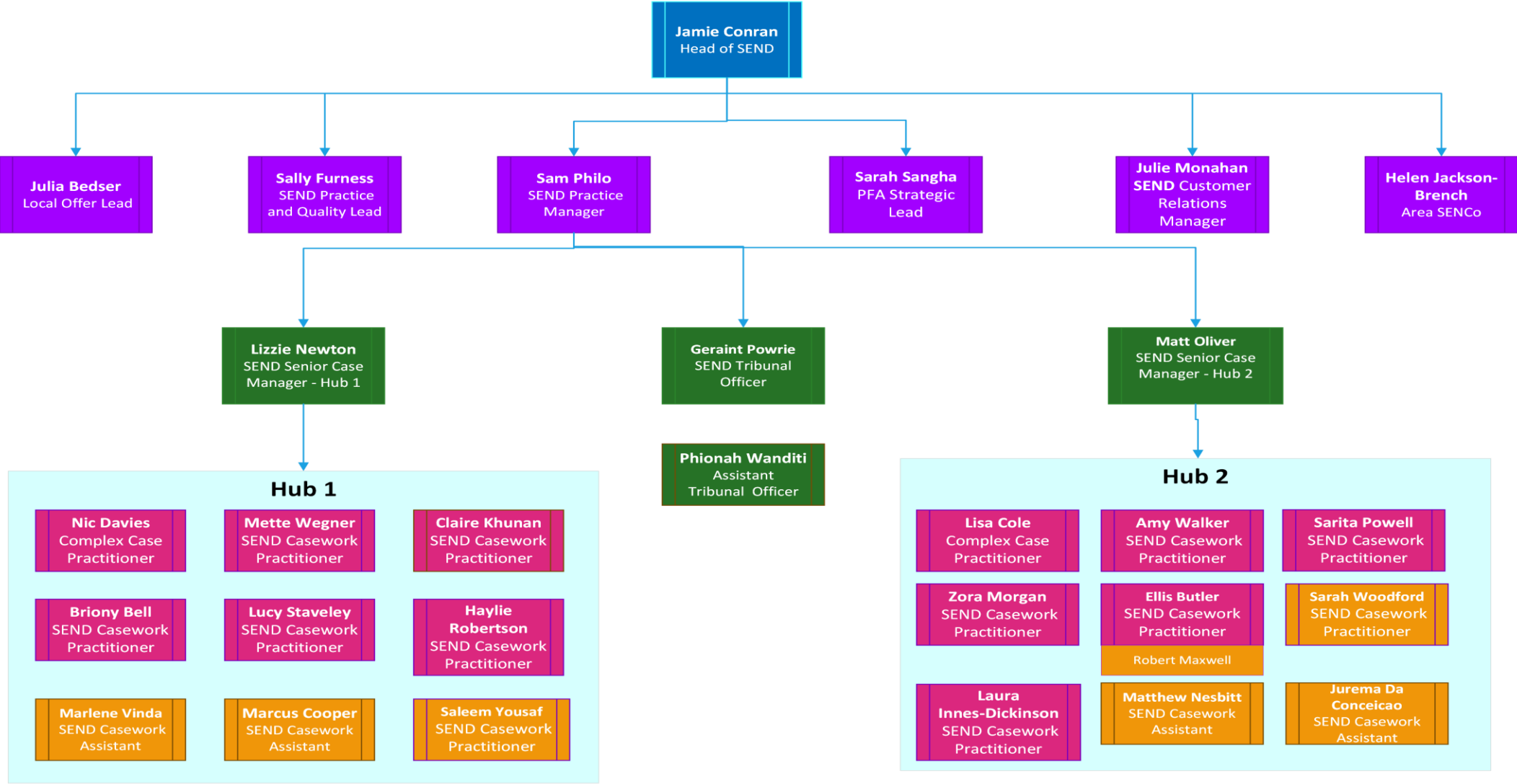
Complaints weren't being responded to on time

Communication!

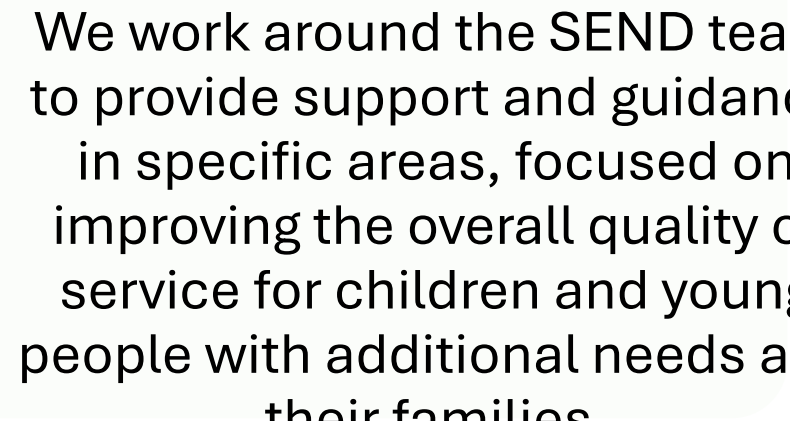
What have we done to date?

- SEND Restructure & Permanent staff recruitment
- Improved Local Offer
- Direct communication with staff
- SEND Service
- Communication Promise
- In person / community events
- Streamlined email inboxes for ease of access

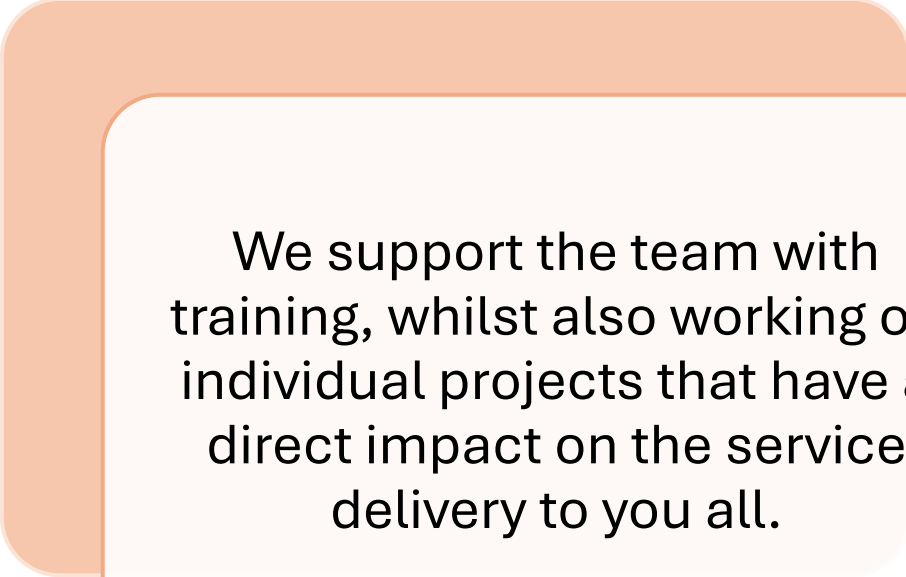
Wokingham Borough Council SEND Service



Who are the SEND Service?



We work around the SEND team to provide support and guidance in specific areas, focused on improving the overall quality of service for children and young people with additional needs and their families.



We support the team with training, whilst also working on individual projects that have a direct impact on the service delivery to you all.

Jamie Conran

Head of SEND

As a champion for children and young people with additional needs and disabilities, I work as a strategic lead across SEND, education, health and social care to support partnership working and ensure children and young people are visible and valued in our Wokingham community and achieve fantastic outcomes.

I am also fortunate to manage the experienced, skilled and committed Officers within our SEND Service!

Sally Furness

SEND Practice and Quality Lead

I am responsible for assuring the quality of EHCPs and improving practice standards within our service. My role includes holding regular multi-agency EHCP audits and sharing the learning with our service and other agencies who support children and young people. I also develop training and processes for our service and other Children's Services colleagues, to ensure improved service delivery.

Sarah Sangha

Preparation for Adulthood Strategic Lead

I develop and promote opportunities across our borough to support young people to prepare for adulthood. I work closely with many local stakeholders and colleges to make sure there are a variety of post 16 education, training and employment opportunities available to young people with SEND, to promote their independence and transition into adulthood.

Wokingham Borough SEND Service

Helen Jackson-Brench

Area SENCO

I provide advice and support to SENCOs and other school staff so that children and young people with SEND have their needs met at the earliest opportunity. I ensure that SENCOs are kept informed about local and national developments and are given opportunities to develop their practice through a monthly newsletter, network meetings, regular training opportunities and a SENCO Induction programme.

Julie Monahan

SEND Customer Relations Manager

My role is to support families with reaching resolutions and to help our service learn from customer feedback. I use the insights gained from feedback to promote service improvements and development. Learning from feedback directly contributes to the work led by Sally Furness, SEND Quality and Practice Lead.

Julia Bedser

SEND Local Offer Co-Ordinator

I help families find the advice and support they need locally. This is called our SEND Local Offer. I do this through our SEND Local Offer webpages, regular newsletters, in-person events and an email service. I also work closely with members of our SEND community, to listen to feedback and develop our Local Offer further.

What does our SEND Team do?

We work with children and young people going through an education, health and care (EHC) needs assessment or who have an education, health and care plan (EHCP).



We are responsible for:

- the EHC needs assessment process
- EHCP annual reviews
- arranging EHCP provision and placements
- supporting joined up working between families, education, social care and health services



We work using a school based allocation model, meaning that children are largely allocated to a worker, based on the school they attend. Where they are not in a Wokingham school, they will be allocated by the nearest school to their home address. This method of work allocation means that we are able to build great relationships with schools, improving our understanding of your child and their the context of their educational placement, both what is working well and what challenges they face in the specific setting.

School Based Allocation and Link Casework Practitioner Model



Support our education settings to manage EHCPs and admissions



Have a good understanding of their allocated settings and cohorts, including any challenges they face



Maintain data about their settings, including a comprehensive list of numbers on roll and which year groups might have spaces



Foster positive and collaborative working relationships to improve the outcomes for all children and young people with additional needs

Role of the Link Casework Practitioner

Communication

- Give settings their direct work telephone number and email. There should be regular communication in a way that is open, transparent and professional by all.

Visibility

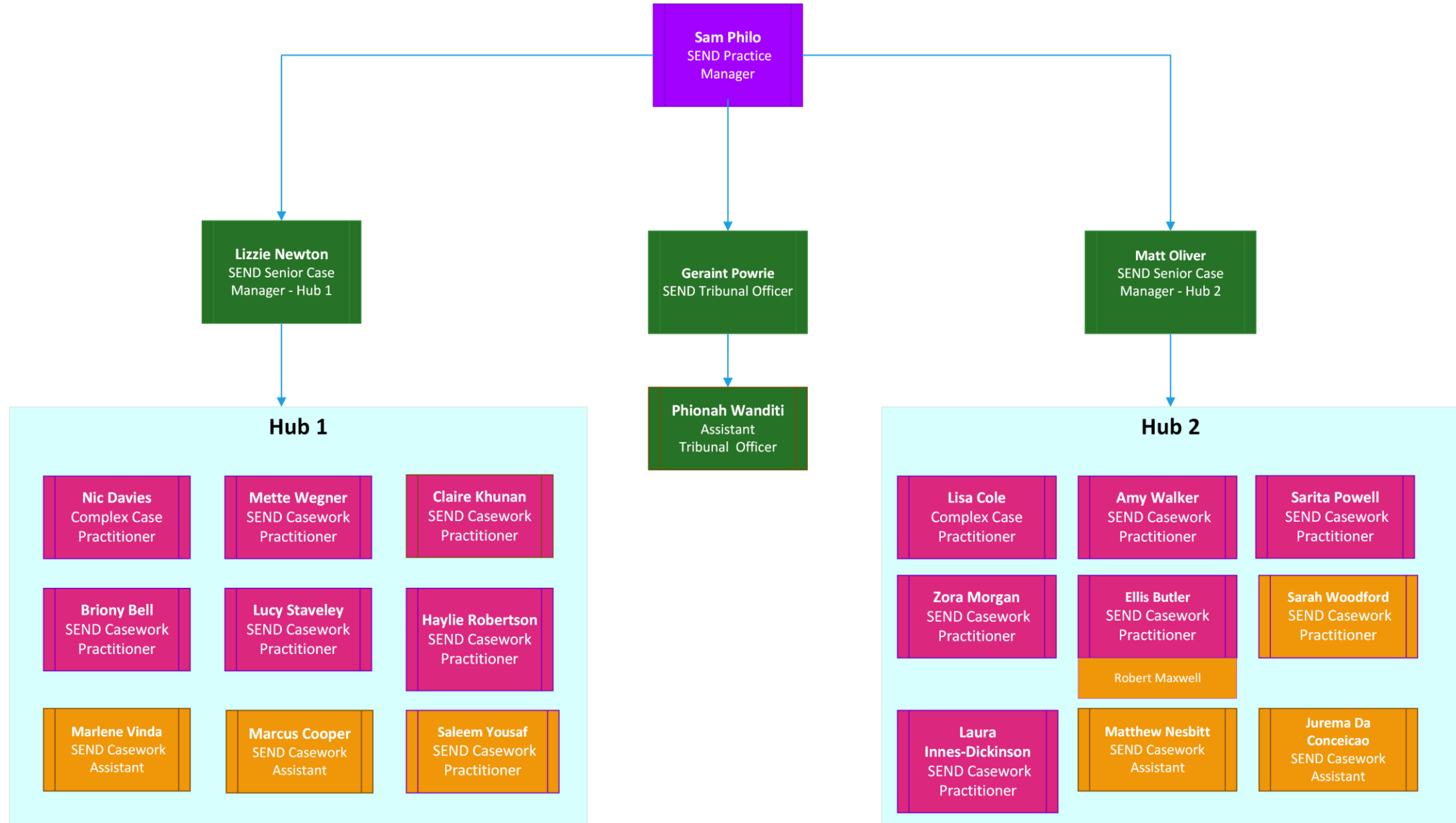
- Arrange in-person meetings with settings on a termly basis to discuss children with EHCP's, challenges that are arising, future requests for EHCNAs, potential placement breakdowns and upcoming annual reviews.

Knowledge and Data

- Be aware of the school context, admissions data, and vacant spaces; and be the first point of contact between the school and the local authority
- Manage all consultations to the setting to support more direct lines of communication.

Who are our SEND Team?

SEND Team



School Based Allocations – Hub 1

HUB 1

SCM - Lizzie Newton

CCP - Nic Davies

CP1 - Claire Khunan

School	Phase
Chiltern Way	Spe
Earley St Peter's	Pri
Grazeley	Pri
Maiden Erleigh	Sec
Odyssey House	Spe
Polehampton Infants	Pri
Polehampton Junior	Pri
Rivermead	Pri
St Sebastians	Pri

CP2 - Lucy Staveley

School	Phase
All Saints	Pri
Bearwood	Pri
Charvill Piggott	Pri
Evendons	Pri
Hamilton	Spe
High Close	Spe
Piggott Infants	Pri
Robert Piggott Junior	Pri
South Lake	Pri
The Piggott	Sec
Walter Infants	Pri

CP3 - Mette Wegner

School	Phase
Emmbrook Infant	Pri
Emmbrook Junior	Pri
Emmbrook Senior	Sec
Hawthorns	Pri
Highwood	Pri
Keep Hatch	Pri
Oak Tree	Spe
The Avenue	Spe
Whiteknights	Pri

CP4 - Briony Bell

School	Phase
Bracknell and Wokingham Co	PFA
Crazies Hill	Pri
Kennel Lane	Spe
Loddon	Pri
Queensmead House	Spe
St Cecilia's	Pri
St Dominic Savio	Pri
St Nicholas Primary	Pri
Waingels	Sec
Wheatfield Primary	Pri

CP5 - Haylie Robertson

School	Phase
Floreat Montague	Pri
Reading College	PFA
The Forest	Sec
Windmill	Pri

School Based Allocations – Hub 2

HUB 2

SCM - Matt Oliver from 1st April

CCP - Lisa Cole

CP 1 - Robert Maxwell (Helen Walden - From CP2 - Zora Morgan)

School	Phase	School	Phase
Addington Upper	Spe	Addington Pre	Spe
Finchampstead	Pri	Alder grove	Pri
Foundry	Spe	Dingleys	Pri
St Teresa's	Pri	Farley Hill	Pri
The Coombes	Pri	Nine Mile Ride	Pri
The Holt	Sec	Oakbank	Sec

CP3.1 - Laura Innes-Dickinson

School	Phase
Aldryngton	Pri
BCA	PFA
Gorse Ride Infants	Pri
Gorse Ride Junior	Pri
New Barn School	Spe

CP3.2 - Amy Walker

School	Phase
Bulmershe	Sec
Edgbarrow	Sec
Hatch ride	Pri
Winnersh	Pri

CP4 - Sarah Woodford

School	Phase
Beechwood	Pri
Bohunt	Sec
Buckinghamshire College Grc	PFA
Hawkedon	Pri
Hillside	Pri
Radstock	Pri
The Colleton	Pri
Willow Bank Infants	Pri
Willow Bank Junior	Pri
Woodley	Pri

CP5 - Sarita Powell

School	Phase
Lambs Lane	Pri
Oaklands Infants	Pri
Oaklands Junior	Pri
Shinfield Infants	Pri
Shinfield Junior	Pri
Sonning	Pri
St Crispins	Sec
St Pauls Junior	Pri
Westcott Infant	Pri
Westende Junior	Pri

The SEND team will aim to acknowledge your communication within 5 working days. Where possible, they will answer your questions as fully as possible, but where they need to seek advice they will aim to come back to you within 5 working days of acknowledging your communication.

We ask that you:

- be polite and respectful to our staff
- give us the correct information at the right time and let us know if anything changes
- ask us to explain anything that you are not sure about
- give us feedback about your experience, so we can keep improving our services

We promise to:

- be respectful, open and honest, so you know what to expect and why we have made decisions
- reply to you using the response time expectations
- keep your information confidential and secure
- let you know if we are not able to help, and direct you to other organisations that might be able to help
- listen to your feedback and use it to improve our services

You can contact your Casework Practitioner via their direct phone number or email address.

The SEN generic inbox is available if they are on leave or you do not have their details.

Find out more about our communication promise and generic contact details on our SEND Local Offer.

[SEND Local Offer](#)

[SEND Local Offer newsletters](#)



- Check out the Local offer and Local offer Newsletter
- 2nd April 2025 – All Age Autism Strategy Launch Event
- 6th May 2025 – Phase Transfer Webinar for children entering into Primary or Secondary Provision
- PFA Live Event – 21 May 2025
- June 2025 – Post 16 Phase Transfer Webinar – Date TBC



Thank you for coming!