

NORTHUMBERLAND

Northumberland County Council

To: Head teachers/SENCOs of Nursery,
First, Primary, Middle, High and Special
Schools and Academies,

Your Ref:
Our Ref: SEND/SN
Enquiries to: Stephanie Norwood
Direct Line: 01670 622759
E-mail: Stephanie.norwood@northumberland.gov.uk
Date: 26 June 2017

Dear Colleague

Involvement of Head teachers/SENCOs in SEND Panel Meetings 2017/18

The role of the SEND panel is to consider requests for Education, Health and Care (EHC) plan assessments, top up funding, agreement to proceed to statutory plans, non-statutory plans and draft plans. The panel considers requests for children and young people aged 0-25.

It has been acknowledged the importance of representatives from schools being part of this panel. The meetings not only benefit from the perspective and knowledge of Head teachers and SENCO's, but they also allow individual Head teachers and SENCO's to have an insight into the SEND Panel decision making process.

This letter is to ask you whether you and/or your SENCO would be interested in attending SEND Panel meetings during the next school year. Only one person from a school would attend at each panel, which could be you or your SENCO. You could alternate if you wish. You would be invited to attend on a rota basis, which involves about 4 or 5 meetings. The following notes outline how the Panel operates, its membership, and the issues it covers.

- The Panel meets weekly in County Hall, starting at 9.30 am, and will be held on a Tuesday morning, excluding school holidays, although it may be necessary to hold a meeting during a holiday period.
- We have four or five Head teachers/SENCOs per rota, each rota lasts for 6 months, so Heads/SENCOs could expect to attend around 4 or 5 meetings over the period. If you are unable to attend a particular meeting we would ask that you try and arrange some-one to cover for you or arrange to swap with another head teacher on the rota.
- The meetings last for approximately two hours, depending on the volume of cases to be considered. This is likely to be greater on the first panel following a school holiday, possibly 30-40 cases, but may be much lighter during the term, say 20-30 cases. You would also need to allow some reading time for the papers, which will be available a few days before the meeting.
- The current membership of the SEND Panel is being reviewed to enable multi-agency representation.

Northumberland County Council, County Hall, Morpeth, Northumberland, NE61 2EF

(T) 0345 600 6400 (E) contactcentre@northumberland.gov.uk (W) www.northumberland.gov.uk



If you would like to join the SEND Panel rota of Head teachers/SENCOs, I would be delighted to hear from you. **Please complete and return the attached slip by 7 July 2017.** I will contact you again when all the responses have been received.

If you need clarification about any part of this letter, please contact me.

Yours sincerely,

S Norwood

Stephanie Norwood
SEND Case Coordinator

I would be interested in participating in these meetings on the following basis

For a period of 6 months between September – February half term

For a period of 6 months between February half term to July

Head teacher/SENCO's name.....

School.....

e.mail address:

Telephone number:

Please return by 15th July 2016 to:

Stephanie Norwood
SEND Case Coordinator
SEND Assessment & Monitoring Team
County Hall
Morpeth
Northumberland
NE61 2 EF

E-mail – Stephanie.norwood@northumberland.gov.uk