

Pupil Access & Support Services  
Norfolk Psychological Services  
Westwood Centre  
111 Newmarket Road  
Norwich  
NR2 2HT

Tel: 01603 455531  
Fax: 01603 501818

**Please ask for:** Linda Shiner

**Your Ref:**

**Contact Number:**

**My Ref:** LS/CA

**Date:** 26 September 2003

Dear Headteacher

As the Autumn term is now well underway I felt that this was a good time as the Co-ordinator of the Area SENCo team to write to all Nursery Infant and Primary School Headteachers, to give an update on the services that are available through the Area SENCo team.

We are a team of teachers and support assistants who specialise in early years and special educational needs. We work within the Psychological Service and serve pre-school settings in the non-maintained sector. Through an increase in funding we have been able to expand both advisory teacher and support assistant provision.

LEA Nurseries continue to receive advice and support through School Support Teams across the county.


The main role of the Area SENCos remains unchanged and continues to provide consultation and advice to early years practitioners in respect of the needs of the children identified at Early Years Action Plus. We also offer general advice to settings on areas such as writing Individual Education Plans, planning behaviour management strategies and reviewing the setting's Special Educational Needs policy.

The Area SENCo team aims to liase closely with early years colleagues from agencies such as Health, Social Services and Sure Start initiatives. We also work with tutors from a range of early years services in providing training for setting SENCos. Last year we provided half day training sessions on Individual Education Plans and on understanding the Statutory Assessment process. This year we are planning sessions on Attention Deficit (Hyperactivity) Disorder and on Language and Communication. As well as these sessions and an annual Conference for setting SENCos we are involved in training on equal opportunities.

Area SENCo Advisory Teachers assist in planning transition for children with special educational needs from a pre-school setting into school. This may include the Area SENCo setting up a planning meeting with the school in conjunction with the parents/carers, pre-school staff and any other professionals involved with the child's care and education. The main purpose of this intervention is to enable schools to begin to plan appropriate provision for children with special educational needs prior to their admission into school. With parental consent colleagues within the School Support Team can also be made aware at this stage of the child's forthcoming transfer into school.

Should you need any further information please do not hesitate to contact either myself, or any member of the Area SENCo team. A current list of team colleagues is enclosed with this letter.

Yours faithfully

A handwritten signature in cursive script, appearing to read 'Linda Shiner', with a small horizontal line underneath.

**Linda Shiner**  
**Senior Educational Psychologist / Early Years Co-ordinator**

**AREA SENCOS & SUPPORT ASSISTANTS HIGH SCHOOL CATCHMENT  
AREA & CONTACT NUMBER**

<b>CENTRAL</b>			
<b>Linda Shiner</b> <i>Area Manager/ Senior EP(Early Years)</i>		The Westwood Centre 111 Newmarket Road Norwich NR4 6BN	Tel: 01603 455531 Fax: 01603 501818
<b>Jill Brooks</b> <i>Area Senco</i>	Hethersett Sprowston Framingham Earl Thorpe	The Greenwood Centre Greenwood Road Tuckswood Estate Norwich NR4 6BN	Tel: 01603 458191 Fax: 01603 259466
<b>Gill Ellison</b> <i>Area Senco</i>	Norwich	The Greenwood Centre Greenwood Road Tuckswood Estate Norwich NR4 6BN	Tel: 01603 458191 Fax: 01603 259466
<b>Vacancy</b> <i>Area Senco</i>	Taverham Costessey Hellesdon	The Greenwood Centre Greenwood Road Tuckswood Estate Norwich NR4 6BN	Tel: 01603 458191 Fax: 01603 259466
<b>Helen Woods</b> <i>Area Senco Support Assistant</i>		The Greenwood Centre Greenwood Road Tuckswood Estate Norwich NR4 6BN	Tel: 01603 458191 Fax: 01603 259466
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<b>WEST</b>			
<b>Lesley Tott</b> <i>Area Senco</i>	Huntstanton Swaffham/Chris Baldwin Terrington St Clement Kings Lynn Area/Chris Baldwin	Norfolk Psychological Service St Margaret's House King's Lynn PE30 5DR	Tel: 01553 669216 Fax: 01553 669203
<b>Chris Baldwin</b> <i>Area Senco</i>	West Walton (Marshland) Kings Lynn Area/Leslie Tott Downham Market Swaffham/Leslie Tott	Norfolk Psychological Service St Margaret's House King's Lynn PE30 5DR	Tel: 01553 669216 Fax: 01553 669203

<b>WEST Continued</b>			
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