

SEND – Special Schools Funding Formula – Comms Checklist v4

When	Time	Who	How	Who	Completed
26/08/20	4pm		Online consultation approved	RS	
01/10/20	4pm	Mayor & Cllrs	Members briefing	EC	Yes – 02/10/20
01/10/20	4pm	Teaching Unions	Direct email notifying of consultation	RS	05/10/20
02/10/20	10am	CLASS – Special School Head teachers	Presentation in meeting	RS/MJ/CN	Yes 10am
02/10/20	10am	Consultation Go live		AB	
27/08/20	12pm	Special School governors	Letter emailed to Governors	JC/EC	Yes 12noon Invite to meeting sent 12.30pm
02/10/20	2pm	Schools Forum member	Email and link to notify of consultation	MJ	
02/10/20	4pm	Key partners, including PCF and schools	Circulate email to key partners and via schools extranet	LD/CN	Yes Extranet & PCF 11.30am
02/10/20	4pm	Internal social care/education staff	email to provide information	RS/PK	
02/10/20	tbc	SENDIASS	Briefing note to be sent	CN	Yes 11.30am
08/10/20	4.30pm	Special School Chair of Governors	Presentation in meeting	EC/RS	Yes
14/10/20	10am	Parent Carer Forum	Presentation in meeting CN to send separate note to RJ	CN	Yes
tbc	tbc	Parent and Carers of pupils with SEND	Direct email or via schools.- to discuss with schools on 02/10/20	CN	Some schools developed letters and shared with LA

tbc	tbc	Big Mouth Forum	Virtual session – presentation and discussion	PK/CN	Yes
tbc	Tbc	Schools Forum	Additional presentation on proposals if requested – MJ to ask at meeting on 30/09/20	MJ/RS	13/11/20
01/11/20	4pm	Schools/ Parents – closing date for consultation	Schools extranet and direct mail	LD/CN	Completed
13/11/20		Consultation Ends		PC	