

Please find an updated list of Family Services key contact numbers that should be useful for schools. Please note this list is not exhaustive but will hopefully assist you with the numbers you require.

The list and updated versions will be available via the I-Point main page and the VLE. Please upload daily and leave open on your screen for easy access, or print off a copy for the office or staff room.

Please advise us of any other contacts that you may find useful. Please e-mail: ipoint@wakefield.gov.uk

If you need help finding a particular person or number the Council's central switchboard 01924 306090 may be able to help and for those who can access this, there is a telephone directory of all staff available on the Wakefield Council's intranet where you can search by name or department. <http://webintranet2/default.htm>

Key contacts

Council Central switchboard for all general enquiries
01924 306090

Employment Services

01924 30(5994) - first point of all HR enquiries on terms and conditions of employment and pay and contract variations in relation to new starters, current school staff and organisation leavers.

01924 30(6940) – for enquiries in relation to salary claims eg casual, overtime, car mileage and pay queries,

email: hremploymentservices@wakefield.gov.uk

Payroll Team

01924 30(6499) – for enquiries in relation to pay and deductions including, tax, national insurance, pension, sickness, maternity etc.
email: hrpayroll@wakefield.gov.uk

Pensions

01924 306995

Or email: hrpensions@wakefield.gov.uk

All queries relating to the Local Government Pension Scheme should be directed to the Pensions team on this number. All Pensions staff are trained to handle your queries.

Advisory Services

Steve Houlahan

01924 305719

Email: shoulahan@wakefield.gov.uk

Shaun Stevenson

01924 306814

Email: sstevenson@wakefield.gov.uk

For advice relating to workforce management issues including redundancies, re-structures, early retirement, the SLA for schools and HR VLE.

Pay & Reward

01924 306118

01924 305086

For advice relating to pay issues including job evaluation and equal pay.

To submit support staff job descriptions for evaluation, please email:
jobevaluation@wakefield.gov.uk

Recruitment

01924 30(7733) – for queries in relation to all specialist recruitment issues including advertising, selection and CRBs

Email: recruitmentteam@wakefield.gov.uk

Employee Relations

Gail Tucker, Employee Relations Manager
ER Advisers

01924 305927

01924 305862 / 5921

For advice relating to disciplinary, capability, sickness absence, grievance, bullying and harassment and whistle-blowing issues

Health & Safety

Claire Thompson	01924 305895
Lynnda Coleman	01924 305951
Roy Holmes	01924 305394
Gill Scothern	01924 306489
Ian Bell	01924 306668
Julie Byrne	01924 306668
Kath Higgins	01924 306489
John McVie	01924 305951

Outdoor Education Adviser - Guy Moseley 01924 306489

For health & safety advice including advice regarding educational visits. Advice can also be found on the Go WILD website at:

<http://www.gowild.org.uk/ManagementAdviceAndGuidance/OrganisationAndManagement/HealthAndSafety/Default.htm>

Occupational Health Unit 01924 303875
Grange View, Annie Street, Outwood,
Wakefield WF1 2PW
For medical referral and health advice

Equality & Diversity 01924 305576
For advice on equality and diversity matters in
relation to employment

Finance Payments Control 01924 306533

This team is responsible for undertaking statutory returns to external bodies such as DCSF and management of the TRENT HR System.

Addresses:

Employment Services, Payroll, Pensions and Recruitment
1st Floor, Lower Building, Newton Bar, Wakefield, WF1 2TX

Advisory Services, Pay & Reward, Employee Relation, Equality & Diversity and Strategy & Performance
County Hall, Bond Street, Wakefield, WF1 2QL

Health & Safety
76 Leeds Road, Wakefield. WF1 2QF

Schools Finance Team

Debbie Samwell	01924 306987
Elaine Attwood	01924 305676
Rachel Brailsford	01924 305536
Christine Chu	01924 305534
Ray Henderson	01924 305528
Claire Lancaster	01924 305667
Julie Wild	01924 305528
Michelle Wilkinson	01924 305536
Tracey Timmins	01924 305533
Shelley Summers	01924 305610
Jackie Weatherstone	01924 305538

Capital and Buildings Development

David Brown, Program Manager	01924 305601
Tara Fawdington, Senior Development Manager	01924 305604
Debbie Stapleton	01924 305592
Gail Last	01924 307703
Dave Gibbons	01924 306507
Karen Broadhead	01924 305599
Jennifer Edwards	01924 305508
Yvonne Peel	01924 304341
Matt Hayter	01924 305503
Wendy Simon	01924 305600

Premises support

Anthony Bradshaw	01924 306918
Katrina Long	01924 306917
Robert Holt	01924 306849
Elaine Grayson	01924 306775
Linda Northeast	01924 306527
Rachel Smithyman	01924 306041
Ian Beaumont	01924 306527
Helen Savage	01924 306066
Kevin Miller	01924 306088
Bernadette McGurgan	01924 306318
Jim Liversedge	01924 306081
Jan Stevenson	01924 306355

Thornes Park Cleaning	01924 305521
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Kingswood Catering	01924 305694
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Edit Centre

Helpdesk and support

01977 724321
890 4321**Governor Services**email: governor.support@wakefield.gov.uk

David Bowen, Head of School Governor Services 01924 305502
Olive Hughes 01924 305640
Liz Elliott, Governor Development Officer 01924 305661
Peter Bell, Governor Training 01924 305638

School Improvement Team

John Parkin 01226 392343
Liz McLean 01226 392343

Early Years Improvement Team

01226 392315

Suzanne Lewis, Early Years Improvement Adviser 8702315
Cath O'Malley, Childcare Workforce Development Officer
Irene Goodman, Lead Early Years Consultant/CLLD Consultant
Jackie Gray, Lead Early Years Consultant/CLLD Consultant
Lyn Carter, Admin Support Officer

Healthy Schools

01226 392359

Inclusion Service

Mariam Haque 01924 307410

SEN Group

John Cammidge, Team Leader/Senior Officer 01924 307420
jcammidge@wakefield.gov.uk

EOTAS

Lindsay Kerton, SEN Officer 01924 302465
lkerton@wakefield.gov.uk

REACH

Vicki Downes, Team Leader/Secondary Teacher 01924 304248
vdownes@wakefield.gov.uk

School Improvement Team: SEN/Inclusion

01924 307343

Jacqui Armstrong-Rush, School Improvement Officer
Jarmstrong-rush@wakefield.gov.uk

Team Teach

Jo Freeman, Team Teach Co-ordinator 01924 307343
jfreeman@wakefield.gov.uk

Special Educational Needs Support Service

email: senss@wakefield.gov.uk

Anji Brocksom, Head of SENSS 01924 304050

Access Team

Lyn Clarke 01924 302734

Cognition and Learning

Diana Sutton 01924 303660

Communication & Interaction Service

Sue Sharpe 01924 303660

Deaf & Hearing Impaired Service

Ann Stokes 01924 303661

Visually Impaired Service

Janice Lunn 01924 303663

Educational Psychology Service

01924 307403

email: eps@wakefield.gov.uk

Fiona Law, Principal Educational Psychologist

Angela Spencer-Brooke, Primary Behaviour Service Manager

Carmel Boorman, Senior Educational Psychologist
(Pre-5 SEN Portage)

**Youth Development and Support Service
Wakefield Youth Offending Team**

01924 304155

Area and Activity Support Team (City)

01924 303600

Andy Atkins, Manager

City Limits, Thornhill Street, Wakefield. WF1 1NL

Area and Activity Support Team (South East)

01977 723165

David Taylor, Manager

Platform 1, Wakefield Road, Hemsworth, Pontefract WF9 4AB

Area and Activity Support Team (Five Towns) 01977 722815
Tasmin Mohans, Manager
The Base, Green Lane, Carleton, Pontefract WF8 3NW

Wakefield District Safeguarding Children's Board

Rachel Holmes, Safeguarding Co-ordinator 01977 727035
Richard Fawcett, Safeguarding Board Manager 01977 727037
Locality Safeguarding Co-ordinators:
Niaz Fatima (North East) 01977 722923
Jim Foy (South East) 01977 722922
Avril Giles (Wakefield) 01977 722922

School Exclusions Team

Claire Hammerson, Team Manager 01924 307403
Email: chammerson@wakefield.gov.uk

Trish Henshall, Casework Officer

Social Care Direct 0845 8503 503

Children's Centre Central Support Team 01924 306851

**Common Assessment Framework (CAF)
Cedars Children's Centre** 01977 722215

School Admissions

Dave Atkins 01924 306766
01924 305616
01924 305617

Free School Meals 01924 305061

Home to School Transport 01924 305675
01924 305643

Student Financial Support 01924 302435
01924 307290

School Travel Planning 01924 305937
01924 306001

Wakefield District Family Info Service	0800 587 8042
Complaints and Representations Team	01924 302840
Parent Partnership Service	0800 587 8042
Choice Advice Service	0800 587 8042
Education Welfare Service Janet Butterfield, Team Manager Karron Zelei Barbara Cowell Christine Winfield	01924 307413
Equality and Diversity Service Amer Bhatti, Service Manager	01924 303677
Ethnic & Diversity Service Elizabeth Martin	01924 304044
Community Liaison Team Ateeque Mirza	01924 304044
Policy & Partnerships Team Christopher Asava	01924 302234
Emergency Planning - Family Services Sara Waterall	01977 723732
School Library Service	01924 302238
Travel Planning Peter Steele Jonathan Gibson	01924 306001 01924 305937
Crossing Patrol David Blackburn	01924 305898

Transportations & Highways Section

Road Safety Education, Training & Publicity Manager

Sue Wilson 01924 306000
swilsonrs@wakefield.gov.uk

Road Safety Trainers Team Leader

Julie Yildrim 01924 305721

Independent Travel Trainer

Gemma Wayman 01924 302368

Adult & Community Learning Centres

Manygates Education Centre 01924 303302

Chesney's 01977 723484

Five Towns 01977 723940

Westfield 01977 723320

Manygates Music Service 01924 303306

Family Learning 01924 303369

Transport

Karen Ellis 01924 305481

Woolley Hall 01226 392300
8702300

The 14-19 Team 01226 392433

Directorate Management Team Contacts

Linda Popplewell - PA for Elaine McHale 01924 307728

- Secretary to Lyn Burns 01924 307767

Christine Frost - Secretary to Sue Johnson 01924 305500

Lynette Cranage - Secretary to Cheryl Hobson 01924 307732

Sarah Edwards - Secretary to Rob Hurren 01924 307798

Lynn Watson - Secretary to Sam Pratheepan 01924 306740

Lynn Wilby - Secretary to Antony Sadler 01924 307729

For quick access to school contact numbers you can also use the Guide for Parents (current edition)

School Communication Manager 01924 305070