

DCSF OFFICIAL

From: [REDACTED]  
Sent: 11 January 2010 12:00  
To: [REDACTED]  
Subject: Appleby 0104680 - FW: Meeting

[REDACTED]  
Independent Schools Partnerships and Strategy Team  
Ext [REDACTED]

From: [REDACTED]  
Sent: 25 June 2009 15:13  
To: [REDACTED]  
Cc: [REDACTED]  
Subject: Meeting

Hi nice to meet you all , as promised I have minuted what was agreed at our meeting this afternoon.

- 1) All correspondence that has already been added to the e-consultation system and has received an email will be left as a consultation response unless they have complained that they do not want their email to be included as a response. These cases will be sent back to the PEU information mail box for [REDACTED] in the central allocation team (CAT) to re-allocate as TO cases. (5 cases so far). Some cases have already been sent back to PEU over the last few days and [REDACTED] is already dealing with these.
- 2) From today, [REDACTED] team will send any correspondence to the Home education email box. These will be clearly marked as being sent from PEU information. The policy team ([REDACTED] etc) will read them and decide if its a TO case or consultation response. They will then notify [REDACTED] via the PEU information email box what their decision is and [REDACTED] team will then send consultation responses to the con unit email box , and TO cases will be allocated via ECHO.
- 3) The consultation unit will continue to manage the home ed email box, but will not do anything that is marked as PEU information to ensure that 'normal' email responses are input to the econs system.
- 4) There are 2 possible campaigns so far. [REDACTED] has agreed to send me a copy of a possible 3rd campaign that she has received.
- 5) We will see how this works out during the next few weeks, if volumes increase and the policy team are finding it difficult to read all the emails due to other work pressures then we will meet again and re-look at the situation.

I hope I haven't forgotten anything that we discussed, and I have clarified everything.

18/01/2010

If you are unsure and want me to talk over anything with you please let me know.

Regards

[REDACTED]

Consultation Unit  
Communications Directorate  
Ground B  
CastleView House

[REDACTED]