

Children's Services Electronic Despatch Form & WISEnet Posting Instructions

- Documents received after 9am will not be posted/emailed until the following day.
- Please complete the form in full. *All asterix'd fields must be completed.
- If you have any questions regarding the completion of this form, please contact the Gatekeeper on 01225 713764.

***Title of document:**

***Summary of document:**

***Keywords:**

(to aid the search facility)

***Author:**

***Function:**

***LA Circulation No:**

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to reply by:**
(if applicable)

***Insert location where this document should be
posted on WISEnet:** For guidance please click on
the following link: [WISEnet Folder Structure](#)

***Do you require your document(s) to
go to the Clerk to Governors? :**

Yes ☐

No ☐

Confidentiality

***Is confidential/personal information
contained within the document:**

Yes ☐

No ☐

Once your despatch form and documents are finalised, please forward to your branch approving officer:

Commissioning, Performance & School Effectiveness – Sue Woodland
SEND - Jackie Bedford
Children & Families Social Care – Beverley Buckley
All other branches – gatekeeper@wiltshire.gov.uk

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