

**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:	<input style="width: 100%;" type="text"/>
*Summary of document:	<input style="width: 100%;" type="text"/>
*Keywords: (to aid the search facility)	<input style="width: 100%;" type="text"/>
*Author:	<input style="width: 80%;" type="text"/>
*Function:	<input style="width: 80%;" type="text"/>
*LA Circulation No:	<input style="width: 60%;" type="text"/>
*Publication date:	<input style="width: 60%;" type="text"/>
*Deletion date:	<input style="width: 60%;" type="text"/>
Date schools need to reply by: (if applicable)	<input style="width: 60%;" type="text"/>
*Insert location where this document should be posted on WISEnet: For guidance please click on the following link: WISEnet Folder Structure	<input style="width: 100%;" type="text"/>
*Do you require your document(s) to go to the Clerk to Governors? :	Yes <input type="radio"/> No <input type="radio"/>
Confidentiality	
*Is confidential/personal information contained within the document:	Yes <input type="radio"/> No <input type="radio"/>

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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