



## Template contacts and responsibilities form

# Special Educational Needs and Disability (SEND)

## Contacts and Responsibilities

This document should be viewed in conjunction with the Special Educational Needs and Disabilities (SEND) policy above

Last updated: November 2021

| Academy roles                                    |                                |                   |
|--------------------------------------------------|--------------------------------|-------------------|
| Role                                             | Designated person              | Contact Details   |
| SENCO                                            | Hollie Elvin                   | 01493603462       |
| Principal                                        | Craig Honey                    | 01493603462       |
| SEND Governor                                    | Kate Rutherford                | 01493603462       |
| Other senior leader with responsibility for SEND | Miss M Warner (Vice Principal) | 01493603462       |
| Pastoral support lead                            | Jo Harvey                      | 01493603462       |
| Designated safeguarding lead                     | Jo Harvey                      | 01493603462       |
| Designated teacher for looked after children     | Hollie Elvin                   | 01493603462       |
| SEND Assistant                                   | Susan Hircock<br>Pam Branch    | 01493603462       |
| Other                                            |                                |                   |
| External agencies                                |                                |                   |
| Role                                             | Information                    | Contact Details   |
| Educational Psychologist                         | CEEP                           | office@cepp.co.uk |

|                                           |                                                  |                                                                                                                                               |
|-------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Local SEND Information & Support Services | SEND Local Offer                                 | <a href="https://www.norfolk.gov.uk/childrenandfamilies/send-local-offer">https://www.norfolk.gov.uk/childrenandfamilies/send-local-offer</a> |
| Local Authority SEN Team                  |                                                  |                                                                                                                                               |
| Behaviour Support Team                    |                                                  |                                                                                                                                               |
| Sensory Impairment Service                |                                                  |                                                                                                                                               |
| IPSEA                                     | Independent Provider of Special education Advice | <a href="https://www.ipsea.org.uk/">https://www.ipsea.org.uk/</a>                                                                             |
| Council for Disabled Children             | Advice & resources for professionals and parents | <a href="https://councilfordisabledchildren.org.uk/">https://councilfordisabledchildren.org.uk/</a>                                           |