



Appendix 1

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: October 2023

Academy roles		
Role	Designated person	Contact Details
SENCO	Hollie Blake	01493603462
Principal	Craig Honey	01493603462
SEND Governor	Rhian Harris	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 Blake	01493603462

SEND Assistant	Susan Hircock Branch	Pam	01493603462
Other			
External agencies			
Role	Information	Contact Details	
Educational Psychologist	CEEP	office@cepp.co.uk	
Local SEND Information & Support Services	SEND Local Offer	https://www.norfolk.gov.uk/childrenandfamilies/send-local-offer https://www.norfolk.gov.uk/children-and-families/send-local-offer local-offer	
Local Authority SEN Team			
Behaviour Support Team			
Sensory Impairment Service			
IPSEA	Independent Provider of Special education Advice	https://www.ipsea.org.uk/	
Council for Disabled Children	Advice & resources for professionals and parents	https://councilfordisabledchildren.org.uk/	