

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 [Ormiston Herman Academy - Policies \(ohacademy.co.uk\)](http://ohacademy.co.uk)

Academy roles		
Role	Designated person	Contact Details
SENCO	Mrs Janet Upton	jupton@ohacademy.co.uk
Principal	Mrs Kristy Redhead	office@ohacademy.co.uk
SEND Governor	Mr Andy Peck	sarah.pitts@ormistonacademies.co.uk
Other senior leader with responsibility for SEND	Mr Mark Thorpe	office@ohacademy.co.uk
Pastoral support lead	Mrs Claire Norton	office@ohacademy.co.uk
Designated safeguarding lead	Mrs Kristy Redhead	office@ohacademy.co.uk
Designated teacher for looked after children	Mrs Kristy Redhead	office@ohacademy.co.uk
Mental Health Lead	Mrs Abbie Freel	office@ohacademy.co.uk
Other	-	-
External agencies		
Role	Information	Contact Details
Educational Psychologist		Respectrum advisory services LTD.
Local SEND Information & Support Services	Local Offer	Norfolk Local Offer
Local Authority SEN Team	Virtual school for SEND	Inclusion and SEND team
Behaviour Support Team		
Sensory Impairment Service	Sensory support team NCC	Sensory support
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/