

## 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 Academy SEND policy

Last updated: April 2024

Academy roles		
Role	Designated person	Contact Details
SENCO	Tracey Marriott	<a href="mailto:tmarriott@oiea.co.uk">tmarriott@oiea.co.uk</a> 01159303724
Assistant SENCO	Ben Fry	<a href="mailto:bfry@oiea.co.uk">bfry@oiea.co.uk</a>
Principal	Simon leach	<a href="mailto:sleach@oiea.co.uk">sleach@oiea.co.uk</a> 01159303724
SEND Governor	Wendy Disley	<a href="mailto:wdisley@oiea.co.uk">wdisley@oiea.co.uk</a> 01159303724
Pastoral support lead	Katie Hughes	<a href="mailto:khughes@oiea.co.uk">khughes@oiea.co.uk</a> 01159303724
Designated safeguarding lead	Kay Cowling	<a href="mailto:kcowling@oiea.co.uk">kcowling@oiea.co.uk</a> 01159303724
Designated teacher for looked after children	Kay Cowling	<a href="mailto:kcowling@oiea.co.uk">kcowling@oiea.co.uk</a> 01159303724
Mental Health Lead	Kay Cowling	<a href="mailto:kcowling@oiea.co.uk">kcowling@oiea.co.uk</a> 01159303724
Other		
External agencies		
Role	Information	Contact Details
Educational Psychologist	Victoria Lewis	Derbyshire County Council   Denby Centre, Prospect Road, Denby, Derbyshire DE5 8RE
Local SEND Information & Support Services	<a href="https://www.derbyshireiass.co.uk/home.aspx">https://www.derbyshireiass.co.uk/home.aspx</a>	
Local Authority SEN Team	<a href="https://www.derbyshire.gov.uk/education/schools/special-educational-needs/send/special-educational-needs-and-disabilities-service-send.aspx">https://www.derbyshire.gov.uk/education/schools/special-educational-needs/send/special-educational-needs-and-disabilities-service-send.aspx</a>	

Behaviour Support Team	<a href="https://www.localoffer.derbyshire.gov.uk/education-and-learning/inclusion-support-services-iss/behaviour-support-service/behaviour-support-services.aspx">https://www.localoffer.derbyshire.gov.uk/education-and-learning/inclusion-support-services-iss/behaviour-support-service/behaviour-support-services.aspx</a>	
Sensory Impairment Service	<a href="https://www.localoffer.derbyshire.gov.uk/education-and-learning/inclusion-support-services-iss/sensory-and-physical-support-service/sensory-and-physical-support-services.aspx">https://www.localoffer.derbyshire.gov.uk/education-and-learning/inclusion-support-services-iss/sensory-and-physical-support-service/sensory-and-physical-support-services.aspx</a>	
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>