



Appendix 1

Template contacts and responsibilities form

Academy roles		
Role	Designated person	Contact Details
SENDCO	Hollie Elvin	01493 603462
Principal	Sashi Siva	01493 603462
SEND Governor	Kate Rutherford	office@ewoa.co.uk
Other senior leader with responsibility for SEND	Michala Warner (Vice Principal)	01493 603462
Pastoral support lead	Joanne Harvey	01493 603462
Designated safeguarding lead	Joanne Harvey	01493 603462
Designated teacher for looked after children	Hollie Elvin	01493 603462
SEND Assistant	Pam Branch	01493 603462
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/children-andfamilies/send-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/

Special Educational Needs and Disability (SEND) Contacts and Responsibilities

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

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