

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: [01/09/2023]

Academy roles		
Role	Designated person	Contact Details
SENCO	Deborah Fairhead	fairheadd@sandymooroa.co.uk
Principal	Sally Jones	joness@sandymooroa.co.uk
SEND Governor	Nevin Deakin	deakinn@sandymooroa.co.uk
Other senior leader with responsibility for SEND	Rebecca Ruddock	ruddockr@sandymooroa.co.uk
Assistant Principal for Pupil behaviour and attitudes	Neil McGuckin	mcguckinn@sandymooroa.co.uk
Designated safeguarding lead	Rebecca Ruddock	ruddockr@sandymooroa.co.uk
Designated teacher for looked after children	Ashlie Davies	daviesa@sandymooroa.co.uk
Mental Health Lead	Michelle Elder	elderm@sandymooroa.co.uk
Other		
External agencies		
Role	Information	Contact Details
Educational Psychologist	Dr Katie Moran – Halton EPS	katie.moran@halton.gov.uk
Local SEND Information & Support Services	Halton Local Offer SENDIASS	Local Offer Halton's Local Offer (haltonchildrenstrust.co.uk) Halton SEND Partnership Special Educational Needs & Disability Information Advice and Support (sendiasshalton.co.uk)
Local Authority SEN Team	Halton SEND Team	SEN Service Local Offer (haltonchildrenstrust.co.uk)
Behaviour Support Team	Halton SEND Team	Halton Behaviour Support Local Offer (haltonchildrenstrust.co.uk)

Sensory Impairment Service	Halton SEND Team	julie.metcalf@halton.gov.uk – Lead teacher for the Deaf and Visual Impairment
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/