



## 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 Sandymoor Ormiston Academy SEND Policy. This can be found on the SEND Page on the school website:

[Sandymoor Ormiston Academy | SEND Policies Page](#)

Last updated: September 2024

Academy roles		
Role	Designated person	Contact Details
SENCO	Deborah Fairhead	fairheadd@sandymooroa.co.uk
Principal	Sally Jones	jones@sandymooroa.co.uk
SEND Governor	Tuesday Humby	humbyt@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	<a href="#">Local Offer   Halton's Local Offer (haltonchildrenstrust.co.uk)</a> <a href="#">Halton SEND Partnership   Special Educational Needs &amp; Disability Information Advice and Support (sendiasshalton.co.uk)</a>

Local Authority SEN Team	Halton STAS	<a href="#">Specialist-Teaching-and-Advisory-Service-leaflet.pdf (haltonchildrenstrust.co.uk)</a>
Behaviour Support Team	Halton SEND Team	<a href="#">Positive Behaviour Support Service   Local Offer (haltonchildrenstrust.co.uk)</a>
Sensory Impairment Service	Halton STAS	julie.metcalf@halton.gov.uk– Lead teacher for the Deaf and Visual Impairment
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>