

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 [\[insert hyperlink to Academy SEND Policy\]](#)

Last updated: [15.07.24]

Academy roles		
Role	Designated person	Contact Details
SENCO	Mr Stephen Oakley	soakley@ossma.co.uk
Principal	Miss Kelly Hassall	khassall@ossma.co.uk
SEND Governor	Liz Spooner	lspooner@ossma.co.uk
Other senior leader with responsibility for SEND	Kelly Hassall	KHassall@ossma.co.uk
Pastoral support lead	Adam Edwards	aedwards@ossma.co.uk
Designated safeguarding lead	Sarah Williams	swilliams@ossma.co.uk
Designated teacher for looked after children	Ian Wright	lwright@ossma.co.uk
Mental Health Lead	Caroline Thompson	cthompson@ossma.co.uk
Other		
External agencies		
Role	Information	Contact Details
Educational Psychologist	Alison Smedley	Ali.smedley@icloud.com
Local SEND Information & Support Services	www.sendiass-stoke.co.uk	iass@stoke.gov.uk
Local Authority SEN Team	SENMAS	SENMAS@stoke.gov.uk
Behaviour Support Team		
Sensory Impairment Service	Inclusive learning Service – Visually Impaired	jasmine.chadwick@stoke.gov.uk
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/
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