

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 [SEND Policy](#)

Last updated: 10.12.2021

Academy roles		
Role	Designated person	Contact Details
SENCO	Mr A Moran	Telephone – 01782 234544 Email - packmoor@packmoorormiston.co.uk
Principal	Mrs S May	Telephone – 01782 234544 Email - packmoor@packmoorormiston.co.uk
SEND Governor	Mrs S Sharman	governors@packmoorormiston.co.uk
Other senior leader with responsibility for SEND	NA	
Pastoral support lead	Mrs K Milne	Telephone – 01782 234544 Email - packmoor@packmoorormiston.co.uk
Designated safeguarding lead	Mrs S May	Telephone – 01782 234544 Email - packmoor@packmoorormiston.co.uk
Deputy Designated safeguarding lead	Mrs K Milne	Telephone – 01782 234544 Email - packmoor@packmoorormiston.co.uk
Designated teacher for looked after children	Mrs G Nixon	Telephone – 01782 234544 Email - packmoor@packmoorormiston.co.uk
Other		
External agencies		
Role	Information	Contact Details
Educational Psychologist	Psychologists provide a range of advisory support, on provision, assessment and training resources and programmes to schools, other providers of education and care for	Telephone – 01782 234700 Email - ed.psychology.admin@stoke.gov.uk

	<p>children and young people and their families/service providers from 0-25 years old.</p> <p>They provide this both pre-statutory assessment, throughout statutory assessment and for those with statutory provision.</p>	
Local SEND Information & Support Services (SENDIASS)	<p>The service provides information, advice and support to children with Special Educational Needs and/or Disabilities (SEND), their parents, and young people with SEND. They provide free, accurate, impartial information, advice and support on the special educational needs to enable children, their parents, and young people to play an active and informed role in their education and care.</p>	<p>Telephone – 01782 234701 or 234847 Email – iass@stoke.gov.uk Website - https://www.sendiass-stoke.co.uk</p>
Local Authority SEN Team	<p>Inclusive Learning Service (ILS)SEND are a team of specialists who are skilled in assessment and support for Children and Young People with Special Educational Needs and/or Disability.</p> <p>The main focus of their work is to provide a range of support, training and advice, to schools and other educational providers and settings.</p>	<p>Telephone – 01782 232538 Email – SEND@stoke.gov.uk Website - http://www.stoke.gov.uk/SEND/Services</p>
Special Educational Needs Monitoring and Assessment Service (SENMAS)	<p>The Special Educational Needs (SEN) Monitoring and Assessment Service is responsible for the administration of the statutory assessment process and for the Annual Review of</p>	<p>Telephone – 01782 231863 Email – SENMAS@stoke.gov.uk</p>

	Statements / Education, Health and Care Plans (EHCs).	
Social, Emotional and Mental Health (SEMH) Team	We provide a range of support, training and advice, to schools and other educational providers and settings. This ensures that children and young people with Social, Emotional and Mental Health difficulties have opportunities to achieve their educational goals and acquire the skills they need to gain independence in learning and in life.	Telephone – 01782 232538 Email – SEND@stoke.gov.uk
Sensory Impairment Service	The Sensory Team work with children and families pre-school, and then continue to provide advice through school and in preparation for adulthood. There is a network of support working with other professionals and family groups.	Telephone – 01782 232245 Email – SEND@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/