

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: October 2023

Academy roles		
Role	Designated person	Contact Details
SENCO	Alex Wynn	send@cns-school.org
Principal	Jo Philpott	head@cns-school.org
SEND Governor	Paul Hann	Contact via j.shaw@cns-school.org
Other senior leader with responsibility for SEND	David Hewett	d.hewett@cns-school.org
Pastoral support lead	Andy Innes	a.innes@cns-school.org
Designated safeguarding lead	Andy Innes	a.innes@cns-school.org
Designated teacher for looked after children	Andy Innes	a.innes@cns-school.org
Mental Health Lead	Andy Innes	a.innes@cns-school.org
Other		
External agencies		
Role	Information	Contact Details
Educational Psychologist	EPSS	https://www.norfolkepss.org.uk
Local SEND Information & Support Services	NCC Inclusion & SEND Team	Inclusion and SEND team - Schools (norfolk.gov.uk)
Local Authority SEN Team	NCC Inclusion & SEND Team	Inclusion and SEND team - Schools (norfolk.gov.uk)
Behaviour Support Team	NCC Inclusion & SEND Team	Inclusion and SEND team - Schools (norfolk.gov.uk)
Sensory Impairment Service	Virtual School Sensory Support	Virtual School Sensory Support - Norfolk County Council
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/