

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 Information Report:

Accessed via Ormiston SWB Academy SEND Page <https://ormistonswbacademy.org.uk/key-info/send>

Last updated: September 2024

Academy roles		
Role	Designated person	Contact Details
Executive SENDCO	Miss S Woodbine	swoodbine@oswba.co.uk
SENDCO	Miss J Kiely	jkiely@oswba.co.uk
Assistant SENDCO	Mrs A Patterson	apatterson@oswba.co.uk
Principal	Mr D Mason	dmason@oswba.co.uk
SEND Governor	Mrs A Grice	Enquiries@oswba.co.uk
Other senior leader with responsibility for SEND	Miss S Woodbine	swoodbine@oswba.co.uk
Pastoral support lead	Miss S Woodbine	swoodbine@oswba.co.uk
Designated safeguarding lead	Miss S Woodbine	swoodbine@oswba.co.uk
Designated teacher for looked after children	Miss S Woodbine	swoodbine@oswba.co.uk
Mental Health Lead	Miss S Woodbine	swoodbine@oswba.co.uk
Other		
External agencies		
Role	Information	Contact Details
Clinical Psychologist	CAYP Psychology	https://www.cayp-psychology.com/
Local SEND Information & Support Services	Wolverhampton Local Offer	https://win.wolverhampton.gov.uk/
	Wolverhampton SEN Start	
Local Authority SEN Team	Wolverhampton SEN Start	https://win.wolverhampton.gov.uk/

Behaviour Support Team	City of Wolverhampton Council Inclusion Team	https://www.wolverhampton.gov.uk/education-and-schools/inclusion-team
Sensory Impairment Service	C. Corbett-Butler (Visual) L. Reid (Hearing) R. Tipton (team leader)	Cathryn.Corbett-Butler@wolverhampton.gov.uk louise.reid@wolverhampton.gov.uk Robert.Tipton@wolverhampton.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/