



## Sutton on the Forest C of E Primary School – School Accessibility Plan 2015 – 2018



**To improve the physical environment of the school to increase the extent to which disabled pupils can take advantage of education and associated services.**

<u>Targets</u>	<u>Strategies</u>	<u>Timescale</u>	<u>Responsibility</u>	<u>Success Criteria</u>
<p>To be aware of the access needs of disabled children, staff, governors and parents, carers</p> <p>Ensure the school staff &amp; governors are aware of access issues</p>	<p>a) to create access plans for individual disabled children as part of the individual provision map process.</p> <p>b) to ensure staff and governors can access areas of school used for meetings</p> <p>c) Annual reminder to parents, carers through newsletter to let us know if they have problems with access to areas of school.</p> <p>e) Staff to share SENCO passport information with volunteers and support staff to ensure continuity of care for the children</p>	<p>As required</p> <p>Ongoing process</p> <p>Information available from SENCO</p>	<p>SENCO / classteacher</p> <p>Headteacher</p> <p>Headteacher</p> <p>Headteacher / H&amp;S committee</p> <p>SENCO</p>	<p>IPM's are in place for any disabled pupils, and all staff are aware of pupils' needs.</p> <p>All staff &amp; governors are confident that their needs are met Continuously monitored to ensure any new needs arising are met. Parents have full access to all areas of school.</p> <p>Volunteers are aware of needs of SEN children at all times</p>
<p>Ensure everyone has access to reception area</p>	<p>a) ensure that nothing is preventing wheelchair access</p> <p>b) check at least one outer door is wide enough for a wheelchair</p>	<p>Daily check to ensure the area is clear of obstructions</p>	<p>Site Supervisor / Health &amp; Safety Committee/ HT H&amp;S Committee</p>	<p>Disabled parents / carers / visitors feel welcome.</p>

Maintain safe access for visually impaired people	Check condition of paint on step edges regularly Check exterior lighting is working on a regular basis	Ongoing checks	Site Supervisor / Health & Safety Committee	Visually impaired people feel safe in school grounds. White edges to be re-done as needed throughout the School year.
Ensure all disabled people can be safely evacuated (if applicable)	a) Ensure there is a personal emergency evacuation plan for all disabled pupils. b) Ensure all staff are aware of their responsibilities in evacuation by being aware IPMs	Spring term 2016	SENCO  Headteacher to remind staff	All disabled pupils and staff working with them are safe in the event of a fire. There is constant supervision for disabled children who would need help in the event of an evacuation. Disabled people in wheelchairs can be evacuated quickly and easily
Ensure all staff understand adaptations necessary for pupils with a hearing impairment. Ensure any pupil with a visible impairment is supported.	Take Advice from EMS and NYCC staff Arrange appropriate training for staff	As required	Headteacher	All children have access to the curriculum
Ensure there are enough fire exits around school that are suitable for people with a disability	Ensure staff are aware of need to keep fire exits clear.	Daily	All staff/Headteacher	All disabled personnel and pupils have safe independent exits from school

## To increase the extent to which disabled pupils can participate in the school curriculum.

Our key objective is to reduce and eliminate barriers to access to the curriculum and to ensure full participation in the school community for pupils, and prospective pupils, with a disability.

<u>Targets</u>	<u>Strategies</u>	<u>Timescale</u>	<u>Responsibility</u>	<u>Success Criteria</u>
<b>Ensure support staff have specific training on disability issues</b>	Identify training needs at regular meetings	Ongoing	SENCO / Headteacher	<b>Raised confidence of support staff</b>
<b>Ensure all staff (teaching &amp; non-teaching) are aware of disabled children's curriculum access</b>	Ensure IPMs for disabled children are in place. Children to be involved in compiling information to help adults in school meet individual needs Share information with all agencies involved with each child	In place September 2015	SENCO	<b>All staff are aware of individual's needs</b>
<b>All school visits and trips need to be accessible to all pupils</b>	Ensure venues and means of transport are vetted for suitability. Develop guidance on making trips accessible	Ongoing	EVC / SENCO	<b>All pupils are able to access all school trips and take part in a range of activities</b>
<b>Review PE curriculum to ensure PE is accessible to all pupils</b>	Review PE curriculum to include disability sports	Spring term 2016	SENCO /PE co-ordinator/Sports Development Team/External Agencies	<b>All pupils have access to PE and are able to excel. Child's T.A. will be there all the time</b>
<b>Review curriculum areas and planning to include disability issues</b>	Include specific reference to disability equality in all curriculum reviews	Ongoing	SENCO & Headteacher	<b>Gradual introduction of disability issues into all curriculum areas</b>
<b>Ensure disabled children can take part equally in lunchtime and after school activities</b>	Discuss with Out of school Club staff, and people running other clubs after school. Support would have to be available – especially after school.	As required	SENCO	<b>Disabled children feel able to participate equally in out of school activities. Liaise with Before and After School Club.</b>
<b>Develop links with a special school</b>	Identify nearest Special School and consider sharing INSET opportunities, developing links	Ongoing	SENCO / Headteacher	<b>Increased understanding of the opportunities available to the children</b>

## To improve the delivery of information to disabled pupils and parents.

<u>Targets</u>	<u>Strategies</u>	<u>Timescale</u>	<u>Responsibility</u>	<u>Success Criteria</u>
<b>To enable improved access to written information for pupils, parents and visitors.</b>	Develop use of symbol software to support learners with reading difficulties. Raising awareness of font size and page layouts will support pupils with visual impairments. Auditing the reading books to ensure the availability of large font and easy read texts will improve access. Auditing signage around the school to ensure that is accessible	Spring term 2016	Headteacher / SENCO	<b>ALL People feel they are welcome in school</b>
<b>Inclusive discussion of access to information in all parent/teacher annual meetings</b>	Ask parents about preferred formats for accessing information eg braille, other languages Accessibility features of website to be reviewed	Annually  Autumn 2016	SENCO / Headteacher  SENCO/Headteacher	<b>Staff more aware of preferred methods of communication, and parents feel included. School website will become accessible to all</b>
<b>To review children's records ensuring school's awareness of any disabilities</b>	Records passed up to each class teacher. End of year class teacher meetings Annual reviews IEP meetings Medical forms updated annually for all children Personal health plans children's photos displayed on staffroom notice board / info kept in separate file in staffroom			

