

Accessibility Plan March 2016-2017



Delivery of/ Access to the Curriculum

Area for Improvement	Action	Responsibilities	Timescale	Success Criteria
Communication between Dyslexia Action (DA), ALN Co-ordinator and Teaching staff	Review current practice and ensure that all staff are fully aware of difficulties and needs of individual ALN pupils including IEPs. Not only those who attend DA but other pupils.	Head Teacher, ALN Co-ordinator DA, SLT, Teaching Staff	Ongoing	Improved awareness of individual ALN pupils' needs
Communicate ALN pupils' needs to new/ supply teaching staff.	Ensure information is included in new teacher / supply teacher information pack	Head Teacher, ALN Co-ordinator, Business Manager	Ongoing	All staff will be aware of pupils requiring additional support or monitoring
Further develop access arrangements for ALN GCSE pupils.	Continue to improve access arrangements including developing use of ICT and Claro Read	Exams Officer ALN Co-ordinator	Ongoing	All pupils will have every opportunity possible to access and achieve their potential in external/GCSE examinations.
Subjects/ GCSE options	Annual review of available subjects. Discuss choices with parents and pupils ensuring whole curriculum is available for all but bearing in mind that some may need a reduced curriculum load.	Head Teacher SLT ALN Co-ordinator Subject Teachers	Spring Term	Pupils/ Parents satisfied with GCSE choices.
If required -specialist tools for disabled pupils.	Procurement of specialist books with large print, writing slopes, pencil grips and packages such as Clara Read	ALN Co-ordinator, Business Manager	If/when required	Improved access to the curriculum

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ICT facilities/ equipment for pupils with ALN	Purchase of sets IPad's and laptops for pupil use.	Head Teacher, Business Manager, ALN Co-ordinator	Ongoing	All pupils will have access to various technologies to improve learning. Pupils will benefit from being able to produce work on laptops instead of writing at length
Individual pupil tracking and monitoring, target setting	Continue implementation and use of Pupil Asset/Prep Trackers	Head Teacher, SLT, Teachers. ALN Co-ordinator	Ongoing	Improved individual pupil tracking and assessment, target setting
Staff Training	Undertake an audit of staff training requirements, identifying specific staff training needs. Improve staff knowledge and skills in delivering the curriculum to all ALN pupils.	Head Teacher SLT ALN Co-ordinator	Ongoing	Improved knowledge and understanding of ALN. Improved teaching skills.
Extra-curricular activities	Review all extra-curricular activities within the day and after/ out of school. Ensure accessibility is offered to all.	Head Teacher, SLT, Teachers. ALN Co-ordinator	September 2015-2016	Wider range of opportunities for all.
Policies	Complete review of Anti – bullying, Health and Safety and Child Protection procedures. Ensure that all staff have read and signed documentation.	Head Teacher, Deputy Head's, Business Manager,	Ongoing	Updated policies in line with school policy audit and any new legislation. Staff awareness improved Place all policies on M-Drive.
Classroom assistant /Teaching support	Review available pupil support to ensure best possible outcomes for pupils. Include any further requirements in School Development Plan and budget accordingly when possible.	Head Teacher, Deputy Head's, Business Manager, ALN Co-ordinator	Ongoing	Endeavour to provide ALN pupils the support necessary.

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Physical Access/Environment

Area for Improvement	Action	Responsibilities	Timescale	Success Criteria
Ramp access to buildings	Disabled access currently provided in Administration Block, Dining Hall, Prep School and Senior School. Assess possibility of improved/permanent ramp access into buildings and site.	Business Manager/Maintenance Team	September 2015	Create mobile ramps to ensure Access to all buildings on site.
Review disabled access toilets throughout the site to ensure compliance with	Decide on location and find out costs involved.	Business Manager/Maintenance Team	Capex 2015-2016	Meet the standards stipulated with the Building Regulations, Approved Document M 2004 and the British Standard BS 8300-2009.
Assess accessibility in current main school building	Ensure that all pupils use stairs safely. Ensure that bags are stored safely and do not obstruct corridors and landings.	Teachers and Maintenance Team	Ongoing	Improved accessibility to all areas.
Critical Incident and Fire Evacuation Plans	Ensure that all pupils and staff are assessed in respect of their ability to evacuate the facilities effectively and address their specific needs	Business Manager/ Teachers	Ongoing	Ensure that PEEPS are created for all pupils and staff will access needs Ensure that the access is reviewed for those pupils with accessibility needs.
Car Parking	Review car parking areas to consider safely/ accessibility	Business Manager, Maintenance Team	September 2015	Improved accessibility for disabled/elderly, less mobile drivers.

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Timetabling	Ensure the timetable is constructed with sympathetic consideration given to those pupils and staff with individual needs. However, the location of specialist equipment may preclude some possibilities	Deputy Heads/ Business Manager	Ongoing	Ensure classrooms, furniture and seating arrangements are appropriate to facilitate access and learning.
Classrooms	Organise classrooms optimally to promote the participation and independence of pupils-with particular reference to disabled pupils	Deputy Head/Business Manager/ ALN Co-ordinator	September 2016	Review and implement a preferred layout of furniture and equipment to support the learning of all pupils with particular emphasis on pupils with specific needs

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Provision of Information

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Communication	Audit of needs of current and prospective pupils and other school users Review school website	Marketing Manager/ ALN Co-ordinator	Ongoing	Improved communication to all school users
Individual pupil tracking, monitoring and assessment	Continue assessment of pupils using Pupil Asset/ Pupil Trackers– Implement Firefly as a learning platform, parent portal, intranet and VLE.	Headteacher/ SLT/ Teachers	Ongoing	Improved awareness of individual pupil performance and progress enabling more targeted teaching and learning to take place and increased communication between key stakeholders
Questionnaires/ surveys/ parental and other school users' opinions	Carry out an Accessibility Audit	Head Teacher/Business Manager. Maintenance Team	January 2016	Audit Completed and Action Points remedied
Signage	Ensure all signage in and around school is clear and appropriate	Headteacher/Business Manager/Maintenance Team	By Ongoing	Clearer signage for all
Written information to pupils/ parents	ALN Co-ordinator to work with staff on ensuring information is available in different formats e.g. large print, simplified diagrams, orally, coloured paper, differentiation of work, where necessary. Analysis of teaching and learning styles and impact on pupils	ALN Co-ordinator and all staff- to discuss at Faculty Meetings ALN Co-ordinator to meet with parents on request Head Teacher - through lesson observations.	Termly staff meetings Continuous	Differentiated information to cover all needs Improved understanding from staff on children's learning styles

