



High Elms Manor School – School Accessibility Plan 2015 – 2018

Equality and Inclusion

Targets	Strategies	Timescale	Responsibility	Success Criteria
Management Meeting to discuss accessibility plan	Review current plan, has this been achieved what next, what is not working, parents views, childrens views	Meeting September 2015	All staff involved Liadain O'Neill to ensure Plan for 2015-2018 is completed and made available to parents	Policy and plan reviewed and updated
Review Inclusion and Equal Opportunities for recorded evidence of how staff provides access in all areas to all pupils	Annual review of policies with all staff and senior management	Annual meetings to be held in June	Liadain O'Neill to organise meeting and update policy	Policies reflect adherence to current legislation



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Access to the Physical Environment

<u>Targets</u>	<u>Strategies</u>	<u>Timescale</u>	<u>Responsibility</u>	<u>Success Criteria</u>
To be aware of the access needs of disabled children, staff, parents and carers ensuring that all areas of school building and grounds are accessible and continue to improve in this Partnership with Parents	Ensure ramps to entrances and exits are secure and safe. Annual reminder to parents, carers through newsletter to let us know if they have problems with access to areas of school.	Termly Annually summer Term	caretaker Liadain/Barbara	Recent repair to entrance to The Nest successful. All staff are aware of pupils' needs. All staff are confident that their needs are met. Staff and parents have full access to all areas of school . To be implemented summer 2016
Ensure everyone has access to reception area	Ensure that nothing is preventing wheelchair access	Daily check to ensure the area is clear of obstructions	Caretaker	Disabled parents / carers / visitors feel welcome.



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Maintain safe access for visually impaired people	Check exterior lighting is working on a regular basis sometimes works sometimes does not?	Fix November 2015 Ongoing checks to ensure operating fully	Caretaker	Visually impaired people feel safe in school grounds as light works continually by front door and car park
Ensure all disabled people can be safely evacuated	Ensure there is a personal emergency evacuation plan for all disabled pupils.	In place to be reviewed April 2016	Health and safety manager Fire warden Class teacher	All disabled pupils and staff working with them are safe in the event of a fire. Disabled people in wheelchairs can be evacuated quickly and easily
Ensure Access is available to wheelchair users when the Allotment is redesigned	Widen entrance to allotment. Lay a pathway that supports wheelchair access	Nov 2015	Caretaker Jose	Wheelchair access enables any wheelchair user to access allotment and engage in activities



Access to the curriculum

<u>Targets</u>	<u>Strategies</u>	<u>Timescale</u>	<u>Responsibility</u>	<u>Success Criteria</u>
Continue training for teachers and support staff on different aspects of SEN including differentiation when required.	Review the needs of children with specific issues, provide all relevant training.	ongoing	SENCO/management	All staff are trained and confident with issues linked to accessibility and inclusivity with regards to accessing the curriculum. We recognise that this is an ongoing process, and that needs and expertise will change with time.
Ensure all staff (teaching & non teaching) are aware of disabled children's curriculum access	Set up a system of IAP's for disabled children when appropriate. Share information with all agencies involved with each child	In place	SENCO	All staff are aware of individual's needs
All school visits and trips need to be accessible to all pupils	Ensure venues and means of transport are vetted for suitability. Develop guidance on making trips accessible	Ongoing	SENCO/class teacher	All pupils are able to access all school trips and take part in a range of activities



Access to information

<u>Targets</u>	<u>Strategies</u>	<u>Timescale</u>	<u>Responsibility</u>	<u>Success Criteria</u>
Signage around school to be in other languages	Plans for a welcome sign in High Elms Cloakroom– Needs to be purchased and displayed on black doors where visible to parents. Finish decorating cloakroom first	Spring Term 2016	Management/class teachers	Posters in place in The Nest and Little Elms ALL People feel they are welcome in school
Inclusive discussion of access to information in all parent/teacher meetings	Ask parents about preferred formats for accessing information eg braille, other languages Translation Tool to be added to website to allow multi-lingual access	Annually	Class teacher/questionnaire admin	Staff more aware of preferred methods of communication, and parents feel included.
Translation Tool to be added to website to allow multi-lingual access	Meeting with website manager	Summer Term 2016 website manager to complete other jobs first and needs to be available	management	Inclusive practice School website will become accessible to all



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