



# HARBERTONFORD CHURCH of ENGLAND PRIMARY SCHOOL



## ACCESSIBILITY PLAN 2022

Harbertonford Church of England Primary School has been described as having a good reputation, built on high standards and a caring ethos. 'We strive to meet the challenges of preparing children for the future, instilling a lifelong love of learning on the way. Our family atmosphere and team of dedicated Staff, Parents and Governors, means we strive to meet the requirements of every child in our care.

Our school is a vibrant and exciting place, yet our small size enables us to know all our children and understand their needs, talents, interests and motivation. We aim to help them discover their potential and enable them to fulfil it, whilst valuing their individuality and developing the whole child.'

### **PURPOSE OF PLAN**

This plan shows how we intend, over time, to increase the accessibility of our school for disabled pupils, staff, parents/carers and visitors:

- **Increasing access to the curriculum for pupils with a disability**

This includes teaching and learning and the wider curriculum of the school such as participation in after-school clubs, leisure and cultural activities or school visits.

- **Improving access to the physical environment**

This includes improvements to the physical environment of the school and physical aids to access education.

- **Improving the delivery of written information to pupils**

This will include planning to make written information that is normally provided by the school to its pupils available to disabled pupils. The information should take account of pupils' disabilities and pupils' and parents'/carers' preferred formats and be made available within a reasonable timeframe.

### **DEFINITION OF DISABILITY**

A person has a disability if he/she has a physical or mental impairment that has a substantial and long-term adverse affect on his/her ability to carry out normal day-to-day activities.

## **BACKGROUND AND AUDIT**

### **Curriculum**

We are aware that there are areas of the curriculum to which disabled pupils may have limited or no access. Some areas of the curriculum present particular challenges, for example: PE for pupils with a physical impairment, science and technology for pupils with a visual impairment, humanities for pupils with learning difficulties. Other issues affect the participation of disabled pupils, for example: bullying, peer relationships, policies on the administration of medicines, the provision of personal care, the presence or lack of role models or images of disabled people, in effect, all the school's policies and procedures, written and unwritten.

### **Physical Environment**

Harbertonford Church of England Primary School has been in its current location since 1963. The single storey building houses 4 classrooms, resources room, pre-school room, hall, kitchen, staffroom, library, toilet facilities including a disabled toilet and shower, Head teacher's and administration offices. There are various store cupboards around the building. We have a ramp from the playground up to the main building which would give access for wheelchair users to all parts of the building except for Eagles class.

Disabled pupils are able to participate in extra-curricular activities. We expect everyone to be able to access all areas of the school site and all aspects of the curriculum including after school activities, trips and the residential visit.

The only barrier our school has to the inclusion of physically disabled children, particularly in wheelchairs is access to Eagles although we have in the past managed in the short term with children with broken legs who are able to move out of their chairs temporarily. We would need to respond to needs if and when they arise but an audit of limitations shows –

- Access to Eagles

### **Information**

Different forms of communication are made available to available all disabled pupils to express their views and to hear the views of others. Access to information is planned, with a range of different formats available for disabled pupils, parents and staff.

We aim to ask about any disability or health condition in early communications with new parents and carers.

### **Current Range of known disabilities**

We currently have no children with either physical or mental impairment. As far as we are able to ascertain we have no disabled parents, carers, staff or governors. Our contract cleaner is profoundly deaf.

## Overall

We do not at present have any children with a disability that we are not currently managing within our normal curriculum and physical layout. Steps have already been taken to ensure access is possible, for example a permanent ramped access to the school. We are aware that we need to continually review and make changes as and when specific issues are identified.

### INCREASING ACCESS TO THE CURRICULUM FOR PUPILS WITH A DISABILITY

Improving teaching and learning lies at the heart of the school's work. Through self-review and Continuous Professional Development (CPD), we aim to enhance staff knowledge, skills and understanding to promote excellent teaching and learning for all children. We aim to meet every child's needs within mixed ability, inclusive classes. It is a core value of the school that all children are enabled to participate fully in the broader life of the school. Consequently, all children have always been permitted to attend age relevant after school clubs, leisure and cultural activities and educational visits. The only exception would occur if a child had breached school rules when deprivation of club attendance may be used as a suitable short term sanction and to ensure the safety of others.

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.

We have proved ourselves to be an inclusive school for children with particular needs. We have admitted children from out of area and provided them with particular support to enable them to participate in the school curriculum.

Targets	Strategies	Timescale	Responsibility	Success Criteria
Increase confidence of all staff in differentiating the curriculum	Be aware of staff training needs on curriculum access  Assign CPD for dyslexia, differentiation and recording methods	On-going and as required	SENDCO	Raised staff confidence in strategies for differentiation and increased pupil participation
Ensure all staff have specific training on disability issues	Be aware of staff training needs Staff access appropriate CPD  Identify training needs at regular meetings  Review the needs of children with specific issues, provide all relevant training.	Ongoing and as required	Head of School SENDCO	Raised confidence of support staff
Ensure all staff are aware of disabled children's curriculum access	Set up a system of Individual Access Plan's for disabled children when appropriate Share information with all agencies involved with each child		SENDCO	All staff are aware of individual's needs

Use ICT software to support learning	Make sure software is purchased and installed where needed	As required	Head of School	Wider use of SEND resources in classrooms
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	SENDCO	All pupils are able to access all school trips and take part in a range of activities
Review PE curriculum to ensure PE accessible to all	Gather information on accessible PE and disability sports	As required	PE co-ordinator	All to have access to PE and be able to excel
Review curriculum areas and planning to include disability issues	Include specific reference to disability equality in the diversity programme. Children will have the opportunity to explore a range of disability issues.		SENDCO & Head of School	Review and update annually.
Ensure disabled children can take part equally in lunchtime and after school activities	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	SENDCO	Disabled children feel able to participate equally in out of school activities
Access arrangements to meet individual's needs when taking tests etc will be applied for and support provided when required	SENDCO will ensure appropriate testing and reports are provided in order to apply for access arrangements			All pupils will have their individual needs met, and any barriers to achieving their full potential will be removed

## IMPROVING ACCESS TO THE PHYSICAL ENVIRONMENT OF THE SCHOOL

Harbertonford Primary School is continuing to grow and develop.

Provision, in exceptional cases, will be negotiated when a pupil's specific needs are known.

We have a range of equipment and resources available for day to day use. We keep resource provision under constant review. The schools Improvement planning process is the vehicle for considering such needs on an annual basis.

Targets	Strategies	Timescale	Responsibility	Success Criteria
To be aware of the access needs of disabled children, staff, governors and parents and carers	To create access plans for individual disabled children.  Through questions, discussions and newsletters find out the needs of others	As required  Annual	SENDCO / Class teacher  Head of School	Provision maps are in place for disabled pupils, and all staff are aware of pupils' needs.  All staff, governors, parents/carers are confident that their needs are met. Monitor to ensure any new needs arising are met.
Layout of school	Consider needs of disabled pupils, parents/carers, staff, visitors when considering any redesign	As required	Head of School	Re-designed buildings are usable by all
Ensure everyone has access to reception or waiting area	Improve access to reception area during any re-design  Provide a bell on the door so that wheelchair users can get the attention of staff in the office.		Head of School  Head of School	Disabled parents / carers / visitors feel welcome.
Ensure that all areas of school building and grounds are accessible for all children and adults and to continue to improve the access of the physical environment for all.	SEND staff to audit accessibility of school buildings and grounds.			Any modifications needed will be made to the school building and grounds that are needed to facilitate ease of access for all.
Maintain safe access for visually impaired people	Yellow paint on step edges is required.  Check exterior lighting is working on a regular basis	Ongoing checks	Head of School  Head of School	Visually impaired people feel safe in school grounds.

	Ascertain the individual needs of a visually impaired child and respond to them		Head of School	
Ensure all disabled people can be safely evacuated	<p>Ensure there is a personal emergency evacuation plan (PEEP) for all disabled pupils and staff.</p> <p>Ensure all staff are aware of their responsibilities in evacuation by being aware of any PEEP's</p>		<p>Head of School</p> <p>Head of School to remind staff</p>	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
Provide hearing loops in classrooms to support pupils with a hearing impairment	Take advice on appropriate equipment if this becomes necessary	As required	Head of School	All children have access to the curriculum
All fire escape routes are suitable for all	Ensure staff are aware of need to keep fire exits clear	Daily	Head of School	All disabled personnel and pupils have safe independent exits from school
Ensure access to IT equipment is appropriate	Including in relation to those with a visual or hearing impairment	As required	SENDCO	Hardware and software available to meet the needs of children as appropriate
Ensure any proposed 'new build' project is physically accessible for everyone	Project manager appointed will ensure compliance with building regulations regarding accessibility			Any new construction will be fully accessible
Fire alarm & escape lighting	Weekly check of all. Visual fire alarm beacon added in Oct 2020	Ongoing	Head of school	Ensure all pupils and staff are evacuated safely

## IMPROVING THE DELIVERY OF WRITTEN INFORMATION TO PUPILS

This will include planning to make written information that is normally provided by the school to its pupils available to disabled pupils. Examples might include handouts, textbooks and information about school events. The information should take account of pupils' disabilities and pupils' and parents' preferred formats and be made available within a reasonable timeframe.

In planning to make written information available to disabled pupils we again need to establish the current level of need and be able to respond to changes in the range of need. The school will need to identify agencies and sources of such materials to be able to make the provision when required. The schools IT infrastructure will enable us to access a range of materials supportive to need.

Targets	Strategies	Timescale	Responsibility	Success Criteria
Inclusive discussion of access to information in all parent/teacher annual meetings	Ask parents about preferred formats for accessing information	Annually	SENDCO / Head of School	Staff more aware of preferred methods of communication and parents feel included.
Review information to parents/carers to ensure it is accessible	Provide information and letters in clear print in "simple" English  School office will support and help parents to access information and complete school forms  Ensure website and all document accessible via the school website can be accessed by the visually impaired	During induction  On-going Current	Administrator	All parents receive information in a form that they can access
Improve the delivery of information in writing in an appropriate format	Provide suitably enlarged, clear print and coloured paper as appropriate for pupils with a visual impairment	As required	Office	Excellent communication
Ensure all staff are aware of guidance on accessible formats	Guidance to staff on dyslexia and accessible information	On-going	SENDCO	Staff produce their own information
Annual review information to be as accessible as possible	Use child friendly review formats	On-going	SENDCO	Staff more aware of pupils preferred method of communications

We are aware that the need for reasonable adjustments may arise at any time. These will be reviewed as and when the need is identified. We will consult with experts when new situations regarding pupils with disabilities are experience.