



# **Henham & Ugley Primary & Nursery School**

## **Accessibility Policy and Action Plan**

**January 2018 -2021**

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## Henham and Ugley Primary and Nursery School

# School Accessibility Policy and plan 2018-2021

Co-ordinator responsible: Kim Hall (Headteacher), Jules Cowell, SENCo, (Special Educational Needs Co-ordinator)

### Introduction

Disability is defined by the Disability Discrimination Act 1995 (DDA):

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

The SEN and Disability Act 2001 extended the Disability Discrimination Act 1995 (DDA) to cover education. Since September 2002, the Governing Body has had three key duties towards disabled pupils, under Part 4 of the DDA:

- ☐ not to treat disabled pupils less favourably for a reason related to their disability
- ☐ to make reasonable adjustments for disabled pupils, so that they are not at a substantial disadvantage
- ☐ to plan to increase access to education for disabled pupils

This plan sets out the proposals of the Governing Body of the school to increase access to education for disabled pupils in the three areas required by the planning duties in the DDA:

- ☐ increasing the extent to which disabled pupils can participate in the school curriculum
- ☐ improving the environment of the school to increase the extent to which disabled pupils can take advantage of education and associated services
- ☐ improving the delivery to disabled pupils of information which is provided in writing for pupils who are not disabled

It is a requirement that the school's accessibility plan is resourced, implemented and reviewed and revised as necessary. Below is a set of action plans showing how the school will address the priorities identified in the plan.

### The purpose and direction of the school's plan: vision and values

The aim of this policy is to set out the commitment of the Governing Body of Henham and Ugley Primary and Nursery School to the principles of inclusive education and the responsibilities of the school team of staff and governors to ensure that all pupils, staff, parents and governors, whatever their age, gender, ethnicity, disability, attainment or background are all treated inclusively. Henham and Ugley Primary and Nursery School provides teaching which meets National Curriculum and other statutory requirements. The school has regard to the Code of Practice when meeting pupils Special Educational Needs, including a range of disabilities and makes its policy known to parents. Provision determined in Education Health Care (EHC)/ One Plans is made for those pupils who have them.

We believe there is an explicit link between inclusion and equal opportunities. This does not mean treating all pupils in the same way; rather it involves taking account of pupils varied life experiences and needs.

The aims and values of our school are inclusive, they reflect and inform our ethos and are embedded in the life of the school community.

Henham and Ugley Primary and Nursery School has high ambitions for all its pupils; we expect pupils with disability to participate and achieve in every aspect of school life. As such, we are committed to:

- ☐ setting suitable learning challenges
- ☐ responding to pupil's diverse needs
- ☐ overcoming potential barriers to learning and assessment for individuals and groups of pupils.

Henham and Ugley Primary and Nursery School promotes the individuality of all our children, irrespective of differences such as ethnicity, attainment, age, disability, gender, sexual orientation, background or any other difference. We want all our children to feel welcome; we celebrate differences between them. We want to give all of our children every opportunity to achieve the highest of standards. We do this by taking account of pupils' varied life experiences and needs. We offer a broad and balanced curriculum and have high expectations for all children. The achievements, attitudes and well-being of all our children matter. We actively seek to remove the barriers to learning and participation that can hinder or exclude individual pupils, or groups of pupils. This means that equality of opportunity must be a reality for our children.

## **Context**

Henham and Ugley Primary and Nursery School was built in 1975, with a community sports hall added in 2004. The building consists of a single storey flat roofed building and one pre-fab unit. Access to the school building is mainly via a single small step with level access though the main entrance and hall. Access to the pre-fab is up three stairs with the fire exit also a set of stairs. Cloakroom areas are small. There are two easy-access toilets, one located near the front entrance and one in the hall corridor. Classrooms are varied in size; two in the main building are too small to easily accommodate additional physical resources to support a child with specific needs. As a result, we aim to meet individual pupils' needs on an individual basis.

As a school we have an excellent record with regard to making reasonable adjustments for such children. This includes actions to address physical impairments (eg annual training on anaphylaxis and asthma) and learning impairments (eg Catch Up intervention).

Further, we have a history of teaching pupils with different Special Educational Needs and, without exception, disabled pupils have been fully included in all aspects of school life. The progress of these pupils is tracked and comparisons are made between their achievement and attainment compared with peers. Where necessary, adaptations are made to the curriculum and equipment available to ensure full access. There is full access to all parts of the physical environment for pupils. Adaptations can be made to timings, playtimes, lunchtimes, school trips, after-school clubs etc to meet the needs of children with specific needs. Where appropriate 'P' level data for pupils with Education Health Care (EHC)/ One Plans is submitted to the Local Authority (LA) so that comparisons with similar pupil groups can be made.

Attendance of all disabled pupils is extremely good.

## **Information from pupil data and school audit**

The Disability Discrimination Act definition (see: Introduction, above) is broad and includes a wide range of impairments including learning disabilities, dyslexia, diabetes or epilepsy, asthma, arthritis and cancer. These impairments sit within the definition of disability when they are in the context of 'substantial and long term'.

Like most schools, we have children of all backgrounds, needs and abilities, including:

- ☐ asthma
- ☐ autistic spectrum
- ☐ allergies
- ☐ physical disability

At present we have no wheelchair dependent pupils, parents or members of staff.

## **Views of those consulted during the development of the plan**

Articles 12 and 13 UN Convention of the Rights of the Child:

*Children, who are capable of forming views, have a right to receive and make known information, to express an opinion, and to have that opinion taken into account in any matters affecting them.*

At Henham and Ugley Primary and Nursery School, we fully acknowledge and respect this principle. As a result, the following plan has been written following consultation with pupils, staff and governors and takes into account their views and aspirations. Further, we collect information from Early Years settings, so that we are prepared for children when they arrive in school, and liaise with parents and professionals involved with the children to ensure we provide the right care for their needs.

## **Action plan 2018-2021**

The following pages contain our planned actions around three broad aims. Notes in *italics* are on-going actions, included here for information to parents / carers, and to act as prompts in the review process for staff and governors.

## Action plan 2018-2021

### Aim 1: To increase the extent to which disabled pupils can participate in the school curriculum

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. Improving teaching and learning lies at the heart of the school's work and so our key objective in this Accessibility Plan 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.

Teachers at Henham and Ugley Primary and Nursery School plan and deliver strong lessons. Teachers' planning is differentiated to take account of the individual / group needs of all pupils, including those with disabilities. High expectations are evident throughout all curriculum areas and are clearly linked to National Curriculum expectations.

Each year school leaders develop action plans as part of the overall School Development Plan which address areas which can be improved even more; copies of these are available on request.

It is the role of the Special Educational Needs Co-ordinator (SENCo; Mrs Mitson) to line manage and deploy Teaching Assistants. She co-ordinates and facilitates training with all staff to develop whole school awareness of disability and ways in which children can best be supported within the classroom and wider school context. The SENCo also coordinates advice given by outside agencies and ensures its full implementation.

Through self-review and continuous professional development, 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.

target	actions	timescale	responsibility	success criteria
<i>Ensure all monitoring and actions are scrutinised and challenged by Governing Body</i>	<i>To evaluate and review this plan and the attainment and progress of all pupils</i>	<i>Termly, with full review and update in Autumn term annually</i>	<i>Headteacher SENCo Governing Body, particularly SEN Governor and Curriculum sub- committee</i>	<i>Governors fully informed about provision and progress Accessibility Policy and Plan (this document) is annually updated and posted on school website</i>
<i>Identification of pupils who may need additional / different provision</i>	<i>Liaise with nursery providers to review potential intakes</i>	<i>Annual</i>	<i>EYFS nursery teacher in the first instance</i>	<i>Necessary procedures / equipment / ideas in place by September</i>
<i>Increased skills and confidence of all staff in differentiating the curriculum</i>	<i>Be aware of staff training needs and assign CPD accordingly</i>	<i>On-going and as required</i>	<i>Headteacher SENCo</i>	<i>Lesson observations demonstrate improved skills and raised staff confidence in strategies for differentiation and increased pupil participation</i>
<i>Use ICT software to support learning</i>	<i>Make sure software installed where needed</i>	<i>On-going and as required</i>	<i>SENCo</i>	<i>Wider use of SEN resources to support learning</i>
<i>Compliance with the Equality Act 2010</i>	<i>Review all statutory policies to ensure that they reflect inclusive practice and procedure</i>	<i>On-going</i>	<i>Headteacher Governing Body</i>	<i>No policy conflicts with principles of equality of opportunities for all</i>
<i>Collaboration and sharing between school and families</i>	<i>Maintain close liaison with parents.</i>	<i>On-going</i>	<i>Headteacher, SENCo Teachers Teaching Assistants</i>	<i>Clear, collaborative working approach</i>

<i>Collaboration between all key personnel</i>	<i>Maintain close liaison with outside agencies for pupils with on-going health needs eg children with severe asthma, allergies or mobility issues</i>	<i>On-going</i>	<i>Headteacher Teachers Teaching Assistants Outside agencies</i>	<i>Clear, collaborative working approach</i>
<i>Raise attainment and narrow any gaps in attainment that may exist</i>	<i>Monitor attainment of all pupils with SEN during pupil progress meetings and regular liaison with parents</i>	<i>Termly</i>	<i>Headteacher SENCo Teachers Parents</i>	<i>Progress made towards individual targets Assessment shows clear steps and progress made</i>
<i>Raise attainment and narrow any gaps in attainment that may exist</i>	<i>Monitor attainment of all higher attaining / gifted and talented pupils during pupil progress meetings and regular liaison with parents</i>	<i>Termly</i>	<i>Headteacher SENCo Teachers Parents</i>	<i>Assessment shows clear steps and progress made, ultimately towards Level 3 at end of Key Stage 1 and Level 5 and 6 at end of Key Stage 2</i>
<i>Opportunities for children to see positive role models with disabilities</i>	<i>Visitors into school, particularly during themed weeks Continued purchase of materials which portray positive images of people with disabilities:</i>	<i>On-going</i>	<i>School Leaders Teachers</i>	<i>Resources are easily visible Planning shows consideration of possible visitors to school Positive attitudes towards those with disabilities and towards principles of inclusion</i>
<i>Review PE curriculum to ensure PE accessible to all</i>	<i>Teachers co-teach with SENCo Seek advice from specialist teachers</i>	<i>- as required</i>	<i>SENCo</i>	<i>All to have access to PE and be able to excel</i>
<i>Raised awareness of disability issues, including harassment</i>	<i>Develop new curriculum, including whole-school themes around humans and PSHE, with this in mind</i>	<i>From Spring 2015</i>	<i>Headteacher PSCHE Leader</i>	<i>New curriculum in place Long term planning and topic plans</i>

## **Aim 2: To improve access to the physical environment**

Henham and Ugley Primary and Nursery School has an appropriate range of equipment and resources available for day to day use. We keep resource provision under constant review. Our self-review and improvement planning process is the vehicle for considering such needs on an annual basis. To meet individual, specific needs, provision will be adapted when a pupil's needs are known.

Building work in the past decade has ensured that the school is virtually fully accessible. We continue to consult with specialist teachers, advisors and other agencies when considering the purchase of specialist equipment or investment in building works.

target	actions	timescale	responsibility	success criteria
<i>Ensure all monitoring and actions are scrutinised and challenged by Governing Body</i>	<i>To evaluate and review this plan and the attainment and progress of all pupils</i>	<i>Termly, with full review and update in Autumn term annually</i>	<i>Headteacher SENCo Governing Body, particularly Health and Safety Governor and Finance sub-committee</i>	<i>Governors fully informed about provision and progress Accessibility Policy and Plan (this document) is annually updated and posted on school website</i>
<i>Physical environment of school remains attractive and engaging for all</i>	<i>The school will take account the needs of pupils, staff and visitors with physical difficulties and sensory impairments when planning and undertaking future improvements and refurbishments of the site and premises, such as improved access, lighting, and colour schemes, and more accessible facilities and fittings.</i>	<i>On-going</i>	<i>Senior Leaders Site Manager</i>	<i>Enabling needs to be met where possible</i>
<i>Visually stimulating environment for all children</i>	<i>Colourful, lively displays in classrooms, with greater focus on practical / kinaesthetic learning</i>	<i>On-going</i>	<i>Teachers Teaching Assistants</i>	<i>Monitoring shows all aspects are at least good, with few essential actions: learning environment walks physical environment checks</i>

<i>Awareness of access needs of pupils, staff, governors, parent / carers and visitors with disabilities</i>	<i>Create access plans for individual disabled pupils as part of the 'On Plan' process when required. Be aware of staff, governors' and parents' access needs and meet as appropriate Through questions and discussions, find out the access needs of parents / carers Consider access needs during recruitment process</i>	<i>As required  Induction and on-going if required  Admissions form for new parents / carers  Recruitment process</i>	<i>Senior Leaders School Resources Manager</i>	<i>Needs are met</i>
<i>Pupils with medical needs are fully supported</i>	<i>Provide training in use of Epi-Pen (for all); administering medicines (for qualified first aiders); asthma pumps; management of special diets</i>	<i>Annual and on-going if required</i>	<i>CPD Manager</i>	<i>Relevant employees receive correct training</i>
<i>Roads and paths around school are as safe as possible</i>	<i>Communication with parents via safety messages / letters / walk to school week Bikeability for Year 5 children</i>	<i>On-going</i>	<i>Senior Leaders Site Manager Health and Safety Governor</i>	<i>No accidents</i>
<i>Maintain accreditation of Enhanced Healthy Schools award</i>	<i>Continue to work towards agreed targets</i>	<i>On-going</i>	<i>PSCHE Leader</i>	<i>Achievement of award</i>
<i>All pupils with mobility issues can be safely evacuated</i>	<i>Where relevant personal emergency evacuation plans (PEEPs) are in place and up-to-date, and that staff (including new staff) are aware</i>	<i>On-going</i>	<i>SENCO</i>	<i>In-place Successful fire drills</i>
<i>Layout of school allows access for all pupils to all areas: consider in relation to toilet refurbishment (see below)</i>	<i>Consider needs of disabled pupils, parents / carers or visitors when considering any redesign</i>	<i>As required</i>	<i>Site Manager Inclusion and H&amp;S Governors Headteacher</i>	<i>Work carried out meets criteria set out by any experts consulted</i>
<i>Ensure refurbishment of toilets comply with legislation and / or guidance</i>	<i>Consult with LA experts on requirements re size. Refurbish staff disabled toilet to increase amount of floor space available for wheelchairs. Replace fittings with contrasting colour.</i>	<i>Summer holiday, 2018</i>	<i>Site Manager Inclusion and H&amp;S Governors Headteacher</i>	<i>Work carried out meets criteria set out by any experts consulted</i>



All with mobility issues can be safely evacuated	Update the Fire Management Policy to ensure adequate strategy for assisting pupils / visitors and staff who have disabilities to evacuate	2017-18	<i>Site Manager Inclusion and H&amp;S Governors Headteacher</i>	In-place Successful fire drills
Pupils with medical needs are fully supported	Review Managing Medicines Policy	2018	SENCo School Nurse Headteacher	Reviewed policy is approved and in place. Reviewed on an annual basis
Improved access for visually impaired people	Paint yellow strip marks on step edges around school	2018	School Resources Manager	Work carried out – Keep updated
Improve access to learning for children with hearing impairment	Classroom arrangements and carpeting to minimize noise Sound system to enhance teacher and pupil speak Awareness of the needs of child – may need ‘quiet space’ for discussions	2018-19	SENCO and Specialist Teacher HT Class teacher	Feedback from child and parent shows that the problem is minimized to a manageable level. Termly updates to SENCo
Consider wider physical environment in which teaching and learning takes place	Investigate other venues to confirm that physical access is suitable; include Lord Butler pool (swimming) and Forest Hall secondary school	2018-19	Educational Visits Coordinator	inspection of the venue
All educational visits to be accessible to all	Thorough planning, including advance visits to ensure each new venue is vetted for appropriateness Consider costs of coach with easier access	As required	Educational Visits Coordinator/ Headteacher SENCo	EVOLVE form and risk assessments all completed All pupils in school able to access all educational visits and take part in a range of activities
Informed decisions are made with regard accessibility	Health and safety audits are carried out with additional consideration of accessibility	Termly, from Spring 2018	Headteacher Site Manager Health and Safety Governor	Audits begin to inform future Accessibility Policy and Plans
Informed decisions and challenge are made with regard accessibility	Governing body list awareness of accessibility / Disability Discrimination Act 1995 (DDA) and health and safety as desired characteristics for new governors	From Spring 2018	Headteacher Chair of Governors	Resources sub-committee begins to challenge and support around disability

## Action plan 2018-2021

### Aim 3: To improve communication between school and pupils, parents / carers

We share information with pupils who face barriers to learning in a variety of ways, such as face to face discussion; simplified and modified language; symbols on work; pre-printed / pictorial explanation of work.

In planning to make written information better available to disabled pupils and parents, we need to continue to review the level of need and be able to respond to changes in the range of need.

target	actions	timescale	responsibility	success criteria
<i>Ensure all monitoring and actions are scrutinised and challenged by Governing Body</i>	<i>To evaluate and review this plan and the attainment and progress of all pupils</i>	<i>Termly, with full review and update in Autumn term annually</i>	<i>Headteacher SENCo Governing Body, particularly SEN Governor and Curriculum committee</i>	<i>Governors fully informed about provision and progress Accessibility Policy and Plan (this document) is annually updated and posted on school website</i>
<i>All pupils feel confident to fully disclose information with regard to their disabilities</i>	<i>Ensure that all pupils, staff and parents are assured of confidentiality when disclosing information and know disclosures will be handled sensitively – do so via circle times, assemblies; in addition: within new curriculum (eg whole school themed weeks)</i>	From Spring 2018	Headteacher SENCo PSHCE Leader	<i>Positive feedback from pupils Lesson observations New curriculum in place Long term planning and topic plans</i>
<b>Pupils:</b> All pupils (and staff) are fully aware of the definition of disability and examples	Develop new curriculum, including whole-school themes around humans and PSHE, with this in mind	From September 2018	Headteacher SENCo PSHCE Leader	Pupil interviews New curriculum in place Long term planning and topic plans
<b>Pupils:</b> Annual reviews of children with SEN are as accessible as possible	Review how child-friendly replacement Education Health Care (EHC)/ One Plans are	2017-18 and then when required	SENCo Headteacher	Revised processes in place Positive user feedback
<b>Parents:</b> To continue to engage parents / carers in school life	Trial: open morning where current parents / carers can observe teaching and learning	Spring, 2018 and possibly on-going thereafter	Senior Leaders	At least 10% attendance

<b>Parents:</b> gather information about new parents and accessibility needs	Amend admissions form to include question about accessibility needs of parents / carers	Autumn 2018	Headteacher Office Manager	Completed forms
<b>Both:</b> website is accessible to those who are visually impaired or who have difficulty in reading English	Seek confirmation that school website is suitable; seek views of those with English as an additional language on effectiveness of Google Translate feature	Autumn 2018	Headteacher	Written confirmation
<b>Both:</b> website is reviewed and a new website is investigated	Comparison of school websites and benchmarking exercise of website development	Spring 2018	Headteacher Gavs	Decision with regard to new website is made following completed benchmarking exercise