

Ysgol yr Hendy School Access Plan 2014-2017

(To be reviewed every three years by the Governing Body)

Access to the Physical Environment

	Targets	Strategies	Timescale	Responsibility	Success criteria
Short term	<p>1. School is aware of the access needs of disabled children, staff and parent/carers</p> <p>School staff are better aware of access issues</p>	a) Create access plans for individual disabled children as part of IEP process	By July 2015	ALNCO	Individual plans in place for all disabled pupils and all staff aware of all pupils' access needs.
		b) Undertake confidential survey of staff and governors to ascertain access needs and make sure they are met in meetings etc.	By May 2015	Headteacher	Raised confidence of staff and governors in commitment to meet access needs and better participation in meetings.
		c) Ask pupils discreetly about parents/carers' access needs and ensure they are met in all events. i.e. whenever they have reason to visit the school.	From Sept 2015	School Secretary/ Headteacher	Parents able to access fully all school activities.
		d) Ensure staff are aware of Environment Access Standard	By Jan 2017	Headteacher	
		e) All contractors doing R&M to work to BCC Environment Access Standard	From Sept 2015	Headteacher	Access issues not influencing recruitment and retention decisions.
			From now		"
					On-going

					improvements in access to all areas in R&M works. (Part of M.E.P.)
	Targets	Strategies	Timescale	Responsibility	Success criteria
	2. Improve access to the reception area	a) Ensure disabled access in main reception area liaise with LA for funding b) Put up clear signs leading to the reception	By Sept 2015 By July 2015	Head teacher School Secretary/ Headteacher	Disabled parents/carers visitors feel more welcome.
	3. Improve signage and external access for visually impaired people	a) Lack of outside lighting . Arrange for security lighting to main reception area b) Paint yellow stripes on edge stage c) Get advice on appropriate colours/styles for signs and replace temporary ones	By December 2015 By December 2015	Caretaker Caretaker/Mr. M. Jewell-Ground Maintenance Headteacher	Visually impaired people feel safe in the grounds. " Access around the site easier for all.
	Targets	Strategies	Timescale	Responsibility	Success criteria
	4. Ensure that all disabled pupils can be safely evacuated	a) Put in place Personal Emergency Evacuation Plans for all children (when relevant) b) Develop a system to ensure all staff are aware of their responsibilities in the event of a fire	As and when required By September 2016	ALNCO Headteacher	All disabled children and staff working with them are safe and confident in event of fire. " "

Medium term	1. Allocate disabled person's parking bay in the area in front of reception	<p>a) Allocate a space and request the bay from Carmarthenshire County Council</p> <p>b) Liaise with LA to Install a ramped area to enable access to the reception from outside</p>	<p>By December 2016</p> <p>By September 15</p>	Headteacher	<p>Accessible parking bay for disabled staff/visitors.</p> <p>Easy access from car park to reception for wheelchair users/people with pushchairs etc.</p>
	2. Install Disabled Toilets	a) Liaise with LA to obtain funding for Disabled Toilets for use by staff parents community and pupils	By September 2015	Head teacher and LA	Installation of disabled toilets for staff, pupils, parents and members of the community.
	3 Make improvements to stage so that it can be used on a daily basis	a) Liaise with Health and Safety for advice on improvements.	By September 2015	Head teacher	Stage can be used for performances and assemblies
	Targets	Strategies	Timescale	Responsibility	Success criteria
	3. Review and replace inadequate lighting in Class Rooms with pupils who are sight impaired	a) Seek advice on the lighting in all teaching areas from the Sensory Impaired Children's Team. Change lighting if necessary	By Sept 2015	SENCO/Head teacher	Lighting improved/blinds for visually impaired children currently in school.
	4. Improve acoustics in the hall	<p>a) Seek advice from the Sensory Impaired Children's Team</p> <p>b) Make alterations e.g. improve sound system</p>	<p>By December 2015</p> <p>By December 2015</p>	<p>Head teacher</p> <p>Head teacher</p>	Hearing impaired children and adults better able to access activities in Hall.
Long term	1. Secure funding for disabled access to infant area	a) Application to the LEA for a full access audit and funding	By July 2016	Head teacher	Access into Infant Reception area for disabled pupils, staff

					and visitors.
	2. Install an accessible toilet for pupils with an inbuilt hygiene area	"	By July 2015	Headteacher	Able to admit a wider range of pupils with impairments.
	3. Repaint hall and corridors in colours with suitable contrasting woodwork(Start with corridors classes to be painted when funding is available)	a) Seek advice from Access Officer on which colours are appropriate b) When classes are painted under R and M, include contrasting colours	On-going	ALNCO Caretaker/ Contractor	Colour schemes that support teaching, learning and behaviour. Classes accessible for visually impaired pupils.
	4. Ensure all fire escape routes are suitable for all	a) Request advice from Building Surveyor and Fire Officer on accessibility of exit routes and fire doors b) Secure funding for the works from the LEA c) Install ramps to make level egress on all fire exits d) Alter the fire doors to make them accessible to disabled people	By July 2016 By March 2016 By July 2016 By July 2015	ALNCO LEA LEA LEA	All disabled staff, pupils and visitors able to have safe independent egress in emergency situations. " " "
	5. Redesign the reception security and entry system to make it more	a) Carry out access audit on reception area and consult disabled people's	By June 2015	Headteacher	All disabled people able to access reception and enter independently.

	accessible and welcoming	<p>organisations</p> <p>b) Install a hearing loop for deaf people</p> <p>c) Ensure that the new door is accessible to hearing impaired, visually impaired and other disabled people</p>	<p>By July 2016</p> <p>By July 2016</p>	<p>"</p> <p>"</p> <p>"</p>	<p>"</p> <p>"</p>
	6. Re tarmac main sections of yard to ensure it is suitable for disabled children	<p>a) Ensure ramps lead to all areas of the yard</p> <p>b) Liaise with LA to obtain funding to re-tarmac the yard.</p>	By Sept 2016	Headteacher	All common facilities are accessible

Access to the Curriculum

	Targets	Strategies	Timescale	Responsibilities	Success criteria
Short Term	1. Ensure all school trips and Residential camps are accessible to all	Develop guidance for staff on making trips accessible to everyone. Seek advice	By July 2015	Headteacher	All children in school able to access all school trips and take part in range of activities.
	2. Increase confidence of staff in differentiating the curriculum	a) Undertake audit of staff training needs on curriculum access.	By July 2015	ALNCO "	Raised confidence of staff in strategies for differentiation and increased pupil participation.
	3. Ensure LSAs have access to specific training on disability issues	a) Use Performance Management process to identify LSA training needs and inform Professional Development process b) LSAs to access at least 2 relevant CPD courses each year	On-going	ALNCO "	Raised confidence of LSAs as above. "
	4. Ensure all staff are aware of disabled children's curriculum access	a) Set up system of individual access plans for disabled children. (As and when the need arises). b) Set up system for information to be shared with appropriate staff	On going "	ALNCO "	All staff aware of individual pupils' access needs. "

		(Individual Information to be displayed for all staff- Staff Room/First Aid Room when available)			
	Targets	Strategies	Timescale	Responsibilities	Success criteria
Medium Term	1. Develop system for involving LSAs in curriculum planning	a) Establish joint LSA/ teacher planning opportunities b) Set up system for joint LSA/teacher evaluations	From Sept 2014	ALNCO Head of FP	Improved involvement of LSAs in planning and evaluation of lessons.
	2. Review all curriculum areas to include disability issues	a) Include specific reference to disability equality in all curriculum reviews b) Assemble resource box of disability equality resources	From Sept 2014 By Jan 2015	Deputy Head / Headteacher "	Gradual introduction of disability issues into all curriculum areas.
Long Term	Targets	Strategies	Timescale	Responsibilities	Success criteria
	1. Ensure all staff have undertaken disability equality training	a) Set up Inset training for all staff on disability equality b) Ensure new staff access similar CPD courses	From Mar 2015 As and when appointments are made	Deputy Head "	All staff work from a disability equality perspective.

	2. Develop links with local special school to improve understanding of curriculum	a) Organise opportunities for staff to observe their curriculum area at Heol Goffa Special School b) Establish link meetings for curriculum coordinators	From Sept 2016 "	ALNCO ALNCO	Increased confidence of staff in developing their curriculum area accessibly.
	3. Review PE Curriculum to make PE accessible to all	a) Gather information in accessible PE and Disability Sports b) Invite disabled sports people in for particular sessions c) Review PE curriculum to include disability sports	By July 2016 On-going By Sept 2016	PE Coordinator " "	All children able to access PE and disabled children more able to excel in sports.

Access to Information

	Targets	Strategies	Timescale	Responsibilities	Success criteria
Short Term	1. Review information to parents/carers to ensure it is accessible	a) Ask parents/carers about access needs when child is admitted to school b) Review all letters home to check reading age/Plain English	Annually from Sept 2015 Sept 2015	Head teacher "	All parents getting information in format that they can access e.g. tape, large print, Braille. (As and when required)
	2. Ensure all staff are aware of guidance on accessible formats	a) Distribute guidance on good practice in accessible formats b) Guidance to staff on dyslexia and accessible information	By Sept. 2015 By Sept. 2015	ALNCO "	Staff start to produce routine information to children in more accessible ways.

	3. Inclusive discussion of access to information in all annual reviews	a) Ask parents/carers and children about access to information and preferred formats in all statement reviews b) Develop strategies IEPs to meet needs	From Sept 2015 On-going	ALNCO "	Staff more aware of pupil's preferred methods of communication.
Medium Term	1. All children become more aware of their own learning styles and access needs	a) Include access to information in Circle Time b) Encourage pupils to express their access needs and explore learning styles	On-going On-going	All teachers "	Children able to articulate their access needs and understand their own learning styles.
Long Term	1. Ensure School Prospectus is accessible to all	a) Seek advice making information accessible for b) Redesign brochure in Plain English etc. and ensure it explicitly welcomes disabled children and those with SEN	By Jan 2016 By May 2016	Headteacher "	Parents/carers feel confident in the information they have about the school.
	Targets	Strategies	Timescale	Responsibilities	Success criteria
	2. Produce accessible leaflet and increase	a) Work with parents of disabled children to	From Sept 2016	ALNCO/ Head teacher	Increased confidence of parents of disabled children

	<p>support for parents of disabled children</p>	<p>produce an accessible SEN leaflet for the school. b) Set up a parents' group for training and support c) Routinely distribute information from Supportive Parents d) Establish a parent's section on SEN / disability issues on the website</p>	<p>When required On-going From September 2016</p>	<p>“ “ “</p>	<p>and those with SEN to support their children's education.</p>
	<p>3. Make pupils aware of other means of communication e.g. British Sign Language</p>	<p>Invite a speaker who is able to sign to introduce Deaf culture to assembly</p>	<p>December 2016</p>	<p>Head teacher</p>	<p>All children knowing some basic BSL Signs and Deaf parents can be included in all school activity.</p>