

**Improving the Delivery of Written Information**

<b>Target</b>	<b>Strategy</b>	<b>Outcome</b>	<b>Responsibility</b>	<b>Timescale</b>	<b>Achievement</b>
Endeavour to make available written materials in alternatives formats when specifically requested	The school will make itself aware of the services available for converting written information into alternative formats	The school will be able to provide written information in different formats when requested for individual purposes	Staff/SENCO	Autumn 2016	Delivery of information to disabled pupils improved
Endeavour to make available school brochures, newsletters and other information for parents in alternative formats when specifically requested	Review all current school publications and promote the availability indifferent formats when specifically requested	All school information available for all who request it	Office/SLT/SENCO	Autumn 2016	Delivery of school information to parents