

# Edward Peake C of E (VC) Middle School

Headteacher: Mrs. M. Reddick

Potton Road • Biggleswade • Bedfordshire • SG18 0EJ

Tel: 01767 314562 • Fax: 01767 314006

E-mail: [info@edwardpeake.beds.sch.uk](mailto:info@edwardpeake.beds.sch.uk)

Web: <http://www.edwardpeake.beds.sch.uk>



## Accessibility Plan March 2015

Target	Task	Timescale	Resources	Responsibility/ Monitoring	Cost
Access to Curriculum	<ul style="list-style-type: none"> <li>Review accessibility of ICT (including whiteboards)</li> </ul>	Ongoing		ICT Manager Headteacher SENDCo	Access funding – no additional costs
Ensure ICT software is appropriate for all pupils with disabilities	<ul style="list-style-type: none"> <li>Prioritise new software to purchase (magnification and hearing amplification, sound field and hearing loop systems where needed)</li> </ul>				
Access to Curriculum	<ul style="list-style-type: none"> <li>Reinforce responsibilities of all teachers as outlined in the National Curriculum Inclusion Statement.</li> <li>Ongoing programme of staff training in disability needs of pupils.</li> </ul>	Ongoing  Book new courses for training sessions	Training days, twilight sessions and courses.	All staff under guidance of SENDCo and Headteacher	£250 current spending on training
Access to wider Curriculum	<ul style="list-style-type: none"> <li>Ensure school activities are accessible to all pupils.</li> <li>Investigate flexibility of hours to cover extra curricular activities if required.</li> <li>Ensure all trips are accessible to all pupils with SEN and disabilities.</li> </ul>	Ongoing		All staff under guidance of SENDCo	

Impact Analysis	<ul style="list-style-type: none"> <li>Analyse impact of behaviour code/ rules, Anti-bullying Policy, visits, homework, etc in relation to all pupils with disabilities/needs. eg do they take into account needs of pupils with ADHD, ASD etc?</li> </ul>	September 2015		SENDCo Senior Leadership team	
Policies – ensure all policies consider the implications of Disability Access	<ul style="list-style-type: none"> <li>Check policies on health/medical related disabilities.</li> <li>Introduce amendments to policies where needed.</li> </ul>	Sept 2015		SENDCo, NR	
<p>Premises</p> <p>Increase site access to meet the diverse needs of all people using the school building.</p> <p>Pupils, staff, parents and community users.</p>	<ul style="list-style-type: none"> <li>Ensure all areas of school site including extension are accessible to those with SEN or a disability.</li> <li>Installation of lift to provide disabled access across all floors.</li> <li>Installation of Ecophon panels for hall.</li> <li>Disabled wet room – fully equipped to cover all disabilities.</li> <li>Ramp access provided where necessary</li> <li>Improve signage of evacuation procedures, fire drill etc. (Make fire notices larger and more obvious to all – check large print for VI people and right height etc. Make PEP plans for pupils/staff with disabilities)</li> </ul>	Sept 2015	All taken into account through expansion programme	Headteacher, SENDCo, Site Agent	Costs as part of school extension

	<ul style="list-style-type: none"> <li>• Add high visibility contrast colours to outdoor furniture/areas.</li> <li>• Ensure Disabled toilet access for all users of school.</li> <li>• Accessibility of all specialist teaching rooms to all pupils eg labs, ICT suites, music etc.</li> </ul>				
<p>Attitudes</p> <p>To promote positive staff and pupil attitudes towards disability</p>	<ul style="list-style-type: none"> <li>• Encourage local disability groups to visit collective acts of worship.</li> <li>• Invite disabled groups in during PE eg wheelchair basketball, VI team etc.</li> </ul>	Ongoing		SENDCo with ST and AW	
<p>Newsletters and information</p> <p>Availability of documents in alternative formats</p>	<ul style="list-style-type: none"> <li>• Worksheets to be made available in large print to pupils/staff with a VI.</li> <li>• Newsletters/forms etc to have footer in large print stating large print available on request. Monitor uptake of alternative formats of letters.</li> <li>• Review accessibility of newsletters/ letters etc to parents. Make sure letters are loaded onto website regularly so parents can access in large print.</li> </ul>	Immediate and ongoing		<p>Jan Mayhew</p> <p>Jan Mayhew, Karen Chatwin</p>	

	<ul style="list-style-type: none"> <li>Send out disability questionnaires to all new pupils/parents each year and also to community users yearly. Monitor feedback and action to be taken where needed.</li> </ul>			SENDCo	
Staff Promote equality of opportunity for all staff	<ul style="list-style-type: none"> <li>Encourage disclosure of disability – update annually as needs change.</li> <li>Update personnel records regularly.</li> <li>Check application forms etc are accessible to all.</li> </ul>	Ongoing		SENDCo, Jane Febery-Watts	
Transfer/Transition	<ul style="list-style-type: none"> <li>Ensure all documents/information packs are available in large print.</li> <li>Send disability questionnaires out with new pupil admission forms at the start of each school year.</li> </ul>	Ongoing		Jan Mayhew  Kate Rodgers/Viv Terry	

Signed \_\_\_\_\_ Chair of Governors

Date approved March 2015

Review date March 2018