

# OUR LADY OF LOURDES POLICY AND PROCEDURES GUIDE

## Subject: Accessibility Plan 2014 – 2016

**Policy Reference:**  
**Manager**  
**Issue Date: Sept 2014**

**Champion: Mrs Hopkinson Inclusion**

**Review Date: July 2016**

### Mission Statement

At Our Lady of Lourdes Primary School we learn to live and love like Jesus,  
to help one another and treat everyone with kindness, respect and understanding.  
God is always with us.

### Access to the Curriculum

	<b>Targets</b>	<b>Strategies</b>	<b>Timescale</b>	<b>Responsibilities</b>	<b>Success Criteria</b>
<b>Short Term</b>	Support staff with differentiation of curriculum and provide specific training on disability issues.	Assign 2 staff meetings to IDP training in dyslexia and autistic spectrum disorder.	By July 2015	SENCO	Raised confidence of staff in strategies for differentiation and increased pupil participation.
	Ensure LSAs have access to specific training on disability issues	Assign 2 LSA training sessions to IDP training as for teaching staff.	By July 2015	SENCO	Raised confidence of LSAs as above
	Ensure that we ask for all staff/ child/ parent/ carer access needs when joining school and at beginning of each school year.	Review admissions pack annually. HT to bear in mind when recruiting new staff. Parents/carers to be invited to discuss access needs at first consultation meeting of each school year. Include any 'known' access needs inside register so that all teaching staff will be aware.	By July 2015	Head Teacher Early Years staff All staff when receiving new children and at Autumn consultation meeting. Office staff	Access needs of all attending, working in and visiting the school will be met where possible
<b>Medium Term</b>	Continue to ensure disabled children participate equally in after school and lunch time activities	Survey participation in clubs at lunch and after school by disabled children. Organise additional activities as appropriate	Ongoing	PE Co-ordinator SENCO	Disabled children confident and able to participate equally in out of school activities
<b>Long Term</b>	Children become more aware of their own learning styles and access needs	Include access to information in Circle Time. Encourage pupils to express their access needs and explore learning styles	Ongoing  Ongoing	All teaching staff	Children able to articulate their access needs and understand their own learning styles

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### Improving Access to Information

	<b>Targets</b>	<b>Strategies</b>	<b>Timescale</b>	<b>Responsibilities</b>	<b>Success Criteria</b>
<b>Short Term</b>	Review information to parents/carers to ensure it is accessible	Ask parents/carers about access needs when child is admitted to school and at beginning of school year. Review all letters home to check reading age/ plain English Use Arial 14 font where possible Be prepared to provide literature in Braille/on tape if requested.	Annually	Head Teacher  Head Teacher/ Office staff	All parents getting information that they can access
	Impact assess all existing policies	Check for negative/positive impact and alter if necessary.	From Sept 2014	Head Teacher/Site Manager/SENCO /Member of Gov Body	Existing policies all impact assessed.
<b>Medium Term</b>	Ensure staff are aware of guidance on accessible formats	Guidance to staff on dyslexia and accessible information	Spring2015	SENCO	Staff start to produce routine information to children in more accessible ways.
<b>Long Term</b>	Ensure school prospectus and website allow for easy access.	Monitor website and prospectus.  Redesign prospectus to ensure it explicitly welcomes disabled children and those with SEN.	Summer 2015	Head Teacher, DH, ICT Technician, Office Staff	Parents/carers feel confident in the information they have about the school

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### Access to the Physical Environment

	Targets	Strategies	Timescale	Responsibility	Success criteria
<b>Short term</b>	School is aware of the access needs of disabled children, staff and parents/carers	Install induction loop in main Office	July 2015	Site Manager / SENCO	Loop installed
		Continue termly health and safety checks[DDA]	Termly	Headteacher/Site Manager	Checks undertaken and recorded
<b>Medium Term</b>		Improve signage around the school [to include Braille]	July 2015	Site Manager/SENCO	Signage improved
<b>Long Term</b>		Improve accessibility to first floor with installation of lift	July 2016	Headteacher /Site Manager	Lift installed
		All alterations comply with DDA	Ongoing	Headteacher /SiteManager	All building alterations comply

.....Governor .....Date

.....Headteacher.....Date