



# Accessibility Plan

**Ratification date: October 2023**

**Review date: October 2025**

**Agreed: Jason Taylor (Headteacher)**

**Agreed: Lynsey Christini-Clay (Chair of Governors)**



SCHOOL

## Accessibility Plan – Part A: Improving the physical access at Gordon Primary School

| Targets                                                                                               | Strategies                                                                                                                                                                                                                                       | Timescale                                                                                                                                                  | Responsibility                                                 | Success Criteria                                           |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|------------------------------------------------------------|
| To be aware of the access needs of disabled children, staff, parents, carers, governors and visitors. | a) Create access plans / personal passports for individual disabled children.<br><br>b) Teachers to share pupil passport information with support staff and volunteers to ensure continuity of care and consistency of approach for the children | a) Passports to be provided for current cohort of pupils by end of October 2023. Passports to be written for new pupils on arrival.<br><br>b) As required. | a) Assistant Head (Inclusion) and teachers.<br><br>b) Teachers | The needs of disabled pupils are met as fully as possible. |
| Ensure the school staff and governors are aware of access issues.                                     | a) Provide regular reminders to parents and carers to let us know if they have problems with access to areas of school.<br><br>b) Respond to information received to ensure adults can access areas of school used meetings and other events.    | a) To coincide with termly Open Evening appointment letters.<br><br>b) As required.                                                                        | Headteacher and Assistant Head (Inclusion)                     | Adults are able to attend meetings and events.             |
| Ensure everyone has access to the reception/foyer area.                                               | Check that nothing is preventing wheelchair access – the entrance is clear of obstructions.                                                                                                                                                      | Daily                                                                                                                                                      | Premises Manager                                               | Disabled parents, carers and other visitors feel welcome.  |
| Maintain safe access for visually impaired pupils and adults.                                         | a) Yellow lines to mark edges to be repainted in playground<br><br>b) Visually Impaired Service to undertake an audit of individual pupil needs when a new child with visual impairment joins the school. Recommendations to be carried out.     | a) By end of October 2023.<br><br>b) Environmental audit to take place on request of the school.                                                           | Premises Manager and Assistant Head (Inclusion)                | The school site is safe for the visually impaired.         |

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| Improve accessibility on staircases.                                    | Lines on stairs to be re-painted.                                                                                                                                                                                                                                                                                                                      | By Autumn second half term, 2023                                         | Premises Manager                                               | Visually impaired children can use the stairs with improved safety.          |
| To make it easier for pupils to access internal doors.                  | Where necessary, handles to be removed and locks changes so doors only need to be pushed or pulled                                                                                                                                                                                                                                                     | Summer holiday 2024                                                      | Premises Manager                                               | Children can more easily move around the school.                             |
| To ensure that disabled people can be safely evacuated in an emergency. | <p>a) Ensure there is a Personal Emergency Evacuation Plan (PEEP) for all disabled pupils.</p> <p>b) Ensure all staff understand their responsibilities in evacuation situations by being aware of the pupil passports and PEEP information.</p> <p>c) Office staff to record number and location of disabled adults on the premises at all times.</p> | <p>a) Ongoing</p> <p>b) As passports are given out</p> <p>c) Ongoing</p> | Assistant Head (Inclusion), Premises Manager and office staff. | Disabled people can be evacuated in an appropriately timely and safe manner. |

**Date: October 2023**

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**Signed \_\_\_\_\_ Headteacher**

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



## Accessibility Plan – Part B: Improving the curriculum access at Gordon Primary School

| Targets                                                                                                            | Strategies                                                                                                                                   | Timescale                                                                                                                                           | Responsibility                                                                                 | Success Criteria                                                                                                   |
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| Ensure staff and governors have specific training on disability issues.                                            | a) Identify training needs at regular meetings.<br><br>b) Respond to training needs identified.                                              | Ongoing                                                                                                                                             | Assistant Head (Inclusion)                                                                     | Raised confidence and knowledge of all staff.                                                                      |
| Ensure all staff are aware of disabled children's curriculum access.                                               | a) Maintain a system of personal passport for all disabled children.<br><br>b) Share information with all agencies involved with each child. | a) Passports to be reviewed for current cohort of pupils by December 2023. Passports to be written for new pupils on arrival.<br><br>b) As required | Assistant Head (Inclusion)                                                                     | All staff are aware of individual children's needs.                                                                |
| All school visits and trips are accessible to all pupils.                                                          | a) Develop guidance for teachers on making trips accessible.<br><br>b) Ensure venues and means of transport are vetted for suitability.      | a) By November 2023<br><br>b) As required                                                                                                           | a) Assistant Head (Inclusion) and Educational Visits Co-Ordinator<br><br>b) Teachers           | All pupils are able to access all school trips and take part in a range of activities.                             |
| Review the PE curriculum to ensure PE is accessible to all pupils and encourages participation by disabled pupils. | a) Develop guidance for teachers on making PE accessible for disabled pupils.<br><br>b) Review PE curriculum to include disability sports    | a) By November 2023<br><br>b) July 2024                                                                                                             | a) Assistant Head (Inclusion) and PE Leader<br><br>b) Assistant Head (Inclusion) and PE Leader | All pupils have access to PE and are able to excel.<br><br>Support staff to support disabled pupils in PE lessons. |
| Review curriculum areas and planning to include disability issues.                                                 | Include specific reference to disability equality in all curriculum reviews.                                                                 | As required                                                                                                                                         | Assistant Head (Inclusion) and subject leaders                                                 | Gradual introduction of disability issues into all curriculum areas.                                               |

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| Place signage in alternative formats around the school. | a) Display school office sign / “welcome” sign in various languages.<br><br>b) Use “Communication in Print” signage and photographs around the school. | November 20213 | Assistant Head (Inclusion) and office staff | All people will feel welcome in school and can find their way around. |
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**Signed** \_\_\_\_\_ **Headteacher**

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