

Aboyne Lodge Primary and Nursery School – School Accessibility Plan

Access to the Physical Environment

Targets	Strategies	Timescale	Responsibility	Success Criteria
To be aware of the access needs of children, staff, governors, parents and carers with disabilities.	Include access plans/needs as part of the one page profile for pupils with physical disabilities	As required	SENCo/classteacher	One page profiles and Individual/class provision maps are in place for pupils with disabilities. These are shared with relevant members of staff and parents.
	Annual reminders to parents and carers through newsletter to let us know if they have problems with access to areas of school	Ongoing process	Headteacher/Deputy	Any new needs arising are known and met.
	Circulate information to relevant staff on Access to Work scheme	In place Autumn 2014	Headteacher	Access to Work Information is available in staffroom.
Ensure everyone has access to all areas in the school	Ensure all ramps are fitted to relevant areas	Monthly checks to ensure ramps are maintained	Site manager	Ramps are in relevant areas and are well maintained

	Ensure the lift is always in working order	Daily checks and any issues reported immediately. Yearly services	Staff/Site manager	The Lift is available and in working order whenever needed
	Ensure nothing is preventing wheelchair access	Daily checks to ensure all entrances/exits are clear of obstructions	Staff/Site manager	Wheelchair dependant people are able to access all areas of the school

Access to the curriculum

Targets	Strategies	Timescale	Responsibility	Success Criteria
Increase confidence of all staff in differentiating the curriculum	Be aware of staff training needs on curriculum access Assign CPD for dyslexia, differentiation and recording methods	On-going and as required (Whole staff visual impairment training Autumn 2014) Spring 2015	SENCo	Raised staff confidence in strategies for differentiation and increased pupil participation
Ensure classroom support staff have specific training on disability issues	Be aware of staff training needs Staff access appropriate CPD	On-going and as required	SENCo	Raised confidence of support staff
Use ICT software to support learning	Make sure software installed where needed	As required	Teachers/SENCo	Wider use of SEN resources in classrooms
All educational visits to	Develop guidance for	As required	SENCo	All pupils in school able

be accessible to all	staff on making trips accessible Ensure each new venue and transport is vetted for appropriateness			to access all educational visits and take part in a range of activities
Review curriculum to ensure PE is accessible to all	Gather information on accessible PE and disability sports Seek disabled sports people to come into school	As Required	PE Coordinator	All to have access to PE and be able to excel
Ensure all people with disabilities can be safely evacuated	Ensure there is a personal emergency plan for all pupils with a disability. Ensure all staff are aware of their responsibilities in an evacuation.	Autumn 2014	SENCo	All people with disabilities are safe in the event of a fire. People with wheelchairs can be evacuated quickly and easily.
Ensure the sound field system is maintained and serviced regularly to support pupils with a hearing impairment	System is serviced regular	As required/any issues reported immediately	Maria Aguado	All children have access to the curriculum.
Ensure all children with disabilities can take part in lunchtime and after school activities	Discuss with all club/activity leaders to ensure support is available when needed	As required	SENCo/Heateacher	All children have access to all out of school activities.

Access to information

Targets	Strategies	Timescale	Responsibility	Success Criteria
To ensure that all parents and other members of the school community can access information	Written information will be provided in alternative formats as necessary Staff have relevant training to use different formats e.g Braille	As required (Current LSAs working with AK have already received relevant training)	Headteacher/SENCo	Written information will be provided in alternative formats as necessary
To ensure that parents who are unable to attend school, because of a disability, are able to access parent's evenings.	Staff to hold parents evenings by phone or send home written information.	As required	Teachers	Parents are informed of children's progress