



# **SINGLEGATE PRIMARY SCHOOL**



## **ACCESSIBILITY ACTION PLAN AUTUMN TERM 2015**

Mrs Helen Hart





**SINGLEGATE PRIMARY SCHOOL**  
**ACCESSIBILITY ACTION PLAN**

<b>NAME:</b>	<b>MRS HELEN HART – Special Educational Needs Co-ordinator</b>			
<b>ACTION/TARGET:</b>	<b>PHYSICAL AND MOBILITY DISABILITIES</b>			
<b>To ensure that corridors are fully accessible to people with physical/mobility disabilities</b>	<p><b>Detailed Action Point</b></p> <p>Promote awareness of difficulties moving through corridors</p> <p>Encourage all to take responsibility in maintaining the tidiness of corridors – use of Yr 6 prefects to monitor in Tower Hill and Yr 2 children in Hyde Park corner</p> <p>Toilets are fitted with non slip flooring and support holds to enable better access</p>	<p><b>Staff Involvement</b></p> <p>Yr 6 teacher EHT</p>	<p><b>Resources</b></p> <p>School engine meeting time to feedback</p>	<p><b>Completed by</b></p> <p><b>Ongoing</b></p>





<p><b>To ensure there is an accessible and safe exit from Special Educational Needs Teaching Rooms</b></p>	<p>There is a ramp providing side access to Highgate</p> <p>At present there is no access for wheelchair use in Tower Hill – to be completed as part of phase II construction</p>	<p>Site Manager EHT</p>	<p>Ramp</p>	<p><b>Completed</b></p> <p><b>Monitor</b></p>
<p><b>To ensure that people with physical/mobility disabilities are aware of safe and accessible fire exit routes</b></p>	<p>Ensure when necessary that all people are aware of safe and accessible routes eg) harvest / assembly / FOSS / coffee morning</p>	<p>Lead member of staff</p>	<p><b>Site map</b></p>	<p><b>Ongoing</b></p>
<p><b>To improve awareness of all staff of children with Special Educational Needs</b></p>	<p>Ensure that <i>all</i> staff receive a copy of Special Educational Needs Register and Provision Map</p> <p>Meet with Mid-Day Supervisors/Extended services team to inform them of protocols for supporting identified individuals</p>	<p>Executive Headteacher</p> <p>Special Educational Needs Co-ordinator</p> <p>Mid-Day Supervisors Extended services staff</p>		<p><b>Ongoing</b></p>





<p><b>To receive advice from Occupational Therapy Services regarding support of identified individuals</b></p>	<p>As appropriate based on the needs of any individuals requiring specialist provision</p>	<p>Special Educational Needs Co-ordinator Occupational Therapy Inform CT / HLTA / TA</p>	<p>Use of chairs Wheelchair</p>	<p><b>Ongoing</b></p>
<p align="center"><b>VISUAL AND HEARING IMPAIRMENTS</b></p>				
	<p><b>Detailed Action Point</b></p>	<p><b>Staff Involvement</b></p>	<p><b>Resources</b></p>	<p><b>Completed by:</b></p>
<p><b>To maintain minimum amount of glare from walls</b></p>	<p>Where possible use matt finish for any new repainting</p>	<p><b>Site manager</b></p>		<p><b>Ongoing</b></p>
<p><b>To be aware of improvement potential re supporting people with hearing impairment</b></p>	<p>Consideration given to seating arrangements (yr 4 SY, yr 3 JH)</p>	<p>Special Educational Needs Co-ordinator Yr3/4 Staff</p>	<p>All staff to have IEPs of identified children</p>	<p><b>Ongoing</b></p>
<p><b>Ensure information visually accessible for all parents/carers</b></p>	<p>Continue to assess accessibility of written information – electronic versions to be made available Make adjustments where necessary</p>	<p><b>ICT subject leader</b> EHT</p>	<p>Use of website to update / inform parents</p>	





ACTION/TARGET:	CURRICULUM			
	Detailed Action Point	Staff Involvement	Resources	Completed by:
<b>To maintain accessibility of Sports Day</b>	Ensure range of accessible activities	<b>PE subject Leader</b> EHT	PE equipment	<b>Yearly</b>
<b>Trips are planned to meet the needs of all children, staff and parent helpers</b>	All organisers of trips to ensure that service providers can meet the needs of our children and adults and that reasonable adjustments are made when required	<b>Special Educational Needs Co-ordinator</b> Executive Headteacher  Class Teachers  Educational Visits co-ordinator	Risk Assessment forms completed	<b>Ongoing</b>  <b>Sayers Croft Meeting Autumn term</b>  <b>French trip meeting Autumn term</b>
<b>Enhance provision in respect of children with autistic spectrum disorders</b>	Make systematic use of SEAL's/Talkabout/Social skills group to support children in reading and understanding emotions and non verbal cues Work alongside external agencies such as TASC to receive ongoing advice and support	Special Educational Needs Co-ordinator  Lead Personnel for intervention	Intervention resources provided	<b>Ongoing</b>





<b>Review and update provision map</b>	Review and update provision map half termly or as necessary	<b>SENCO &amp; EHT</b>	Provision map Use of SIMS	<b>Half termly review</b>
<b>Support children with Special Educational Needs</b>	Refer to SEN Policy Use of Passport to Success Detailed intervention timetable PAR meetings Drop in clinics with SENCo on request	All staff	SENCo meetings Management release	<b>Termly</b>

<b>ACTION/TARGET:</b>	<b>PROMOTING POSITIVE ATTITUDES AND INTERACTION</b>			
	<b>Detailed Action Point</b>	<b>Staff Involvement</b>	<b>Resources</b>	<b>Completed by:</b>
<b>To promote positive self-esteem of children with disabilities</b>	Ensure that children with disabilities are represented in school pictures – brochure/newsletters/AGM report / website  Send relevant information to families	<b>All staff</b>		<b>Ongoing</b>

<b>ACTION/TARGET:</b>	<b>INFORMATION AND COMMUNICATION</b>
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	<b>Detailed Action Point</b>	<b>Staff Involvement</b>	<b>Resources</b>	<b>Completed by:</b>
<b>Staff are aware of the children with disabilities</b>	Review and update register All staff to have provision map in inclusion files	<b>All staff</b>		<b>Ongoing</b>

