

# Balcombe C E (C) School

---



## Accessibility Plan

---

Adopted by Governors: Sep 2014

Reviewed: Oct 2016  
Oct 2017  
Nov 2018

Next Review: Nov 2019

*Balcombe C E Primary School has been described as successfully fostering a family atmosphere among its small community of pupils and the strong ethos of care and consideration leads to pupils' good spiritual, moral, social and cultural development, good behavior, attendance and enjoyment of school. The achievements, attitudes and well-being of all our children matter.*

## **Purpose of Plan**

This plan shows how Balcombe CE Primary School intends, over time, to increase the accessibility of our school for disabled pupils, staff, parents/carers and visitors.

## **Definition of Disability**

A person has a disability if he/she has a physical or mental condition that has a substantial and long-term adverse effect on his/her ability to carry out normal day-to-day activities.

Areas of planning responsibilities

- Increasing access for pupils with a disability to the school curriculum (this includes teaching and learning and the wider curriculum of the school such as participation in after-school clubs, leisure and cultural activities or school visits)
- Improving access to the physical environment of schools (this includes improvements to the physical environment of the school and physical aids to access education)
- Improving the delivery of written information to pupils with a disability (this will include planning to make written information that is normally provided by the school to its pupils available to pupils with a disability). The information should take account of pupils' disabilities and pupils' and parents' preferred formats and be made available within a reasonable timeframe.

## **Contextual Information**

Balcombe CE Primary School has been in its current location since 1896. The main part of the school is Victorian, with additional classrooms and a hall having been added over a period of time. Entry into the school at the main entrance is flat, with double doors suitable for wheelchair access. Access to four out of the five classrooms is via steps, as is access to the playground and field.

At present we have no wheelchair dependent pupils, parents or members of staff.

## **Current Range of Known Disabilities**

Currently we have children with a range of SEND, pupils with physical needs but no parents with physical disabilities.

## **Increasing Access for Pupils with a Disability to the School Curriculum**

Improving teaching and learning is at the heart of the school's work. Through self-review and Continuous Professional Development (CPD), we aim to enhance staff knowledge, skills and understanding to promote excellent teaching and learning for all children. We aim to meet every child's needs within mixed ability, inclusive classes.

It is a core value of the school that all children are enabled to participate fully in the broader life of the school. Consequently, all children have always been permitted to attend age relevant after-school clubs, leisure and cultural activities and educational visits.

Target	Strategies	Timescale	Responsibility	Success Criteria
Build on confidence of all staff in differentiating the curriculum to meet each individual's needs	Be mindful of staff training needs on curriculum access  Assign CPD for teachers and TAs on meeting the needs of children with ASC, dyspraxia, dyslexia, hearing impairment and emotional difficulties.	On-going	SENDCO	Increased staff confidence in strategies for teaching and learning children with additional needs and managing challenging behaviour.
Ensure TAs have specific training on disability issues	Be aware of staff training needs  Staff access appropriate CPD – ie hearing impairment, autism	As required	SENDCO	Increased confidence and awareness of issues and development of skill in supporting children with additional needs.
Make all staff aware of the curriculum access of children with a disability.	Introduce a system of individual access plans/ risk assessments for disabled pupils as necessary  Information sharing with all agencies involved with child	As required	SENDCO	Increased staff awareness of individuals needs
Make better use of ICT software/ hardware to support learning	Make sure software/ hardware is installed and maintained where needed – ie radio mic	As required	SENDCO/ IT leader	Appropriate use of resources in classrooms
Educational visits to be accessible to all	Clear guidance for staff on ensuring trips are accessible for all.  Ensure children have appropriate additional resources if needed – 1:1 support	As required	HT/EVC	Everybody to be able to participate in all educational visits and activities
Ensure PE is accessible to all	Explore information on accessible PE and sports for students with a disability if needed (OT support)	As required	SENDCO	Everybody to participate and excel in PE/ physical activities

## Improving Access to the Physical Environment of the School

Due to the location of the school (on a hill), the site is not easy to navigate. The many sets of steps and narrow corridors make disabled access difficult. In the past, we have been able to make minor changes to meet the needs of pupils with disabilities. We are committed to this in the future; however wheelchair access around the site would be extremely difficult to manage.

Target	Strategies	Timescale	Responsible	Success Criteria
Balcombe is aware of access needs for everybody at the school including visitors etc.	Be mindful of children's' staff, governors' and parents' access needs and meet as appropriate  During recruitment process, to consider access needs	As required  Recruitment process	SENCO  Headteacher	ILPs to be in place for pupils with a disability and for all staff to be aware of each pupil's needs  All employees feel confident their needs are met. Parents have full access to all school activities  Access issues do not influence recruitment and retention issues
Layout of school to allow access for all pupils to all areas	Consider needs of pupils with a disability, parents/carers and visitors when considering any redesign	As required	Head/ Governors/ Premises Manager/ School Surveyor	School to be usable by all.
Signage to be clear	To place yellow strip mark step edges where necessary	On going	Premises Manager	Anyone who is visually impaired to feel safe when on school grounds
Evacuation of all people with a disability can be carried out safely	Create a Personal Emergency Evacuation Plan (PEEP) for all with difficulties  Create a system ensuring all staff are aware of their responsibilities	As required  Every September	Headteacher  Headteacher	All people with a disability working alongside each other are safe in the event of a fire
Ensure access to IT equipment	Back-up equipment in place to ensure access to all hardware - including hall, if required	On-going and as required Software may be required	ICT	Hardware and software available to meet the needs of pupils as necessary
To support hearing impaired – obtain hearing equipment for classrooms	Apply for support from LA hearing impaired unit on the appropriate equipment	As required	LA hearing officers	All pupils to have access to the equipment
Suitable fire escape route for pupils with a disability	Entrance/exits routes visual check	Weekly, as required	Premises Manager	Everyone to have safe, independent exit/entrance routes

## The Delivery of Written Information to Pupils with a Disability

To make written information that is normally provided by the school available to pupils with a disability and could include items such as; handouts, textbooks and information about school events. The information would take account of pupils' disabilities and pupils' and parents' preferred formats and be made available within a reasonable timeframe.

Targets	Strategies	Timescal	Responsibility	Success Criteria
Ensure information for parents/carers is accessible	School office will support and help parents to access information and complete school forms if needed	Ongoing	Office	All parents receive information in a form that they can access
	Ensure website and all document accessible via the school website can be accessed by the visually impaired.	On-going	School Office/ Website design team	All parents understand what are the headlines of the school information
Delivery of information (in writing) in an appropriate format	Make available enlarged, clear print for pupils with visual impairment	As required	Office	Excellent communication
Make all staff aware of guidance on accessible formats	Provide guidance/support to staff about dyslexia and accessible information	On-going	SENCO	Staff to produce and maintain their own information
Annual review information to be as accessible as possible	Develop ILPreview formats in a child friendly way	On-going	SENCO	Staff will be more aware of pupils' preferred method of communications
Provide information in languages other than English for pupils and/or prospective pupils who may have difficulty with hearing or language problems if needed	If required, send information in a language/ format that is easily understood by a parent not speaking English.	As required	Headteacher	That parents feel supported and included
Provide information in easy language, symbols, large print for those who may have difficulty with the standard form of printed information	Website to be fully compliant with access details for people with a visual impairment.	Ongoing	Office	All able to access information about the school