

APPENDIX 1

ACCESSIBILITY ACTION PLAN 2023 –2025

TARGET	STRATEGY	TIMESCALE	THOSE RESPONSIBLE	SUCCESS CRITERIA
1. The Governing Body is fully aware of the school's commitment and their responsibility towards the Equality Act 2010.	a) Accessibility Action Plan is reviewed annually by the Curriculum and Standards Committee while the Accessibility Plan itself is reviewed every 3 years, usually in the autumn term. b) HT includes Equality as an item in the termly HT report to governors.	Annually from Spring 2023	HT & Chair of Governors	Plan reviewed and actions carried out. Evident in HT report Governors more knowledgeable.
2. Staff are aware of their responsibilities towards the Equality Act.	a) HT includes training/awareness through staff meetings and information on the noticeboard b) Staff new to the school are aware of the school's position as part of their induction.	Ongoing	HT HT, JS & MS	Staff knowledgeable of school's position and of resources available to support.
3. Make sure that anyone with additional needs is very clear about how they can communicate their needs to those in school.	a) Work with staff and governors to create a statement for our website stating how those visiting school can communicate their needs to those in school. b) Decide whether a sign to this effect should be displayed outside the school. c) If a physical sign is agreed, arrange for this to happen.	Spring 2023	HT Governors	Statement on website.
4. Ensure that there is a key for the KS 1 gate in the Library should there be a fire alarm.	a) Ensure all staff are aware that a spare gate key for the KS1 gate is placed in the Library.	Immediately	MS	All KS1 staff know a KS1 gate is kept in the library.
5. Ensure the needs of all new members to our school community can be met.	a) Continue to carry out home visits for new starters to gather all relevant information to ensure their start to school is smooth (or virtual meetings if home visits are unable to take place). b) Continue to immediately review new pupils on entry to school ensuring their needs can be met. c) Circulate relevant information to staff through meetings and on Inclusion Noticeboard.	Ongoing Ongoing	AH (Reception teacher) HT, JS & SENCO	We have all necessary support in place for pupils starting in Reception. We are properly prepared for all pupils new to school.
6. Ensure Personal Emergency	a) Ensure PEEPs are reviewed and updated regularly.	Ongoing	MS, SENCO	We currently have

Evacuation Plans are in place for those who require them.	b) Ensure staff and pupils new to the school are assessed to see if they require a PEEP. If so, carry this out promptly.			PEEPs in place.
TARGET	STRATEGY	TIMESCALE	THOSE RESPONSIBLE	SUCCESS CRITERIA
7.Improve variety of written information provided to meet the needs of the school community, including providing range of languages as and when appropriate.	a) Review how our written communication is presented to parents. Invite feedback from next parent questionnaire. b) Ensure parents/carers who do not have English as their first language can access our written documents and explore how these can be provided in different languages as appropriate. c) Get support from the EAL & Equalities Team to write a statement in a variety of languages which asks parents/carers if they require documentation in a different language. d) Ask parents for feedback at parents' evenings etc. or to inform us if needs change.	Ongoing	Governors JS & MS HT	Review highlights any necessary actions which are added to plan. Alternative documentation is requested and provided. Statement added to welcome pack and on website.
8. To have termly individual pupil meetings to assess and address pupils needs with them.	a) Meet with all pupils on an individual basis each term. Address any areas that pupils have raised which Could help to improve their learning and access to school life where appropriate.	Spring 2023	HT, MS Class teachers	Staff will meet with pupils. Pupils will feel comfortable to discuss any areas that they feel they could have more help with. Staff, where possible, will aim to meet these areas or seek advice of needed.
9. Staff are trained to meet individual medical needs of pupils where applicable.	Staff complete training on diabetes awareness, epi-pen use and asthma signs, symptoms and treatments.	Yearly (or sooner if necessary)	HT	Staff have been trained in the appropriate medical needs that our pupils have.

Revised March 2023