

MONTPELIER PRIMARY SCHOOL - SCHOOL IMPROVEMENT PLAN

Area: Accessibility

Subject: Buildings

Date: January 2017

| Key Issue | Specific Action | By when | By who | Cost | Support | Success Criteria | Evaluation |
|-------------------------------------|--|-------------------------|--------------------------------------|--------|------------------------------------|---|------------|
| Access | Review accessibility of building | | Site Manager | | SENCo SLT | Necessary information collected to inform future accessibility planning. | |
| Handrails Steps & stairs | Handrails maintained to ensure secure fixing to walls and painted in a contrasting colour to walls. All steps & stairs will have contrasting coloured edges to ensure safety of people with visual impairments. | On-going When needed | Site Manager/ External contractor | Varies | School Business Manager SLT | All children, parents/carers, staff & visitors, including those with physical disabilities and visual impairments able to use all stairs in school safely. | |
| Parking | Maintain parking within the school site for parents/carers/pupils with disabilities to be dropped/collected safely. | On-going When needed | Site Manager | N/A | SLT | Parents/carers able to park close to school and safely unload wheelchairs, walkers etc for pupils. Also, by prior arrangement, to provide parking for parents/carers with disabilities to park within school grounds for drop off & pick ups. | |

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| Furniture | All tables, chairs, units etc purchased for classes and communal areas at appropriate heights for children. | On-going When needed | Class Teachers | Varies | SLT School Business Manager | Quality furniture in all classes & communal areas at appropriate heights for children. | |
| Ramps | <p>Ramps to enable access for people who use wheelchairs to be regularly maintained & repaired.</p> <p>New ramp to be provided to KS2 hall fire door to enable parents, carers, & visitors who use wheelchairs to access performances etc.</p> <p>Portable wooden ramps available to enable access to individual rooms as and when needed.</p> <p>Hooks to hold doors open where required,</p> | <p>On-going As needed.</p> <p>ASAP</p> <p>On-going As needed.</p> | <p>Site Manager/ External contractor</p> <p>Site Manager/ External contractor</p> | <p>Varies</p> <p>To be costed</p> | <p>School Business Manager SLT</p> <p>SENCo Advisory Teacher for PD OT</p> | <p>Main school entrance, toilets, cafe and halls accessible to people who use wheelchairs.</p> <p>Most areas in school wheelchair accessible (but may require travelling around outside school building and using different entrances and exits).</p> | |
| Redecoration | All classrooms & communal areas to be painted with contrasting doorways using colour schemes | On-going | Site Manager External contractors | Varies | SLT School Business Manager | All classrooms and communal areas painted in contrasting colour schemes supportive of the needs of people with visual impairments. | |

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| | supporting the needs of people with visual impairments. | | | | | | |
| Blinds | To be maintained and replaced when needed, to ensure sun can be blocked. | On-going | External Contractors | Varies | SLT Site Manager | The glare of the sun can successfully be blocked out of all classrooms to assist pupils with visual impairments. | |
| Acoustics | If building work is taking place in older sections of school ceilings to be lowered to improve acoustics. | If & when. | External Contractors | Varies | SLT Site Manager | Improved acoustics throughout the school. Children with hearing impairments able to hear as effectively as possible. | |
| Toilets | Disabled toilet & changing facilities available throughout school. | On-going Adapted as & when needed | SENco Site Manager External Contractors | Varies | SLT School Business Manager Occupation al therapists | All children & adults able to access toilet facilities as independently as possible. Changing facilities available. | |

This area of the accessibility plan includes maintenance rather than future improvements as there is a possibility of an imminent re-build. In the interim funds will not be spent on improving this building, however, if specific access needs are identified we will endeavour to meet them as they arise. A new building would be fully accessible.

MONTPELIER PRIMARY SCHOOL - SCHOOL IMPROVEMENT PLAN

Area: Accessibility

Subject: Curriculum

Date: January 2017

| Key Issue | Specific Action | By when | By who | Cost | Support | Success Criteria | Evaluation |
|------------------|---|--|---|------|---|---|------------|
| Access | <p>Ensure differentiated curriculum is delivered and teaching strategies enable pupils with SEND to access learning including language used, visuals, resources, pre-teaching vocab etc.</p> <p>Ensure learning activities are differentiated to pupils' current developmental levels.</p> | On-going | Class Teachers Monitored by SENCo Subject Leaders, Unit Leaders & SLT | Nil | SENCo SLT Subject Leaders Unit Leaders & SLT | <p>All pupils will be able to access, understand and follow teaching inputs.</p> <p>All pupils will understand and be able to engage in differentiated learning activities as independently as possible.</p> | |
| Awareness | <p>Time to be allocated for class handovers.</p> <p>TAs to be included in transition meetings</p> <p>Year Group SEND & Medical overviews to be continued and further developed, including pupil photographs.</p> <p>Use of One Page Profiles to be extended to include all pupils with Communication & Interaction (ASD or Language), or Social, Emotional & Mental Health needs.</p> | <p>July/September 2017 then yearly</p> <p>July 2017 then annually</p> <p>July 2017 then annually</p> | <p>Class Teachers & TAs</p> <p>SENCo Admin Team</p> <p>Class Teachers & TAs ELSAs</p> | Nil | <p>SLT SENCo Learning Mentor PSA</p> <p>SENCo Learning Mentor ELSAs</p> | <p>All staff will be aware of the difficulties and needs of children and parents/carers of pupils in their class/year group.</p> <p>All staff will be aware of the difficulties and needs of children in their class/year group & provision needed.</p> <p>All staff, including cover & supply staff will be aware of the difficulties and needs of children in their class/year group & effective strategies and approaches to support them.</p> | |

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| <p>Training</p> | <p>Advice sought to inform staff how best to ensure access to the curriculum and support the learning of children who are experiencing difficulties.</p> <p>Staff to identify their own training needs and request appropriate training/courses.</p> <p>SENCo to highlight particular training/courses to key staff/to support particular individuals and groups of pupils.</p> <p>Annual medical training - Epipen, Midazolam & anything else needed.</p> | <p>On-going</p> <p>July/September 2017 then yearly</p> <p>September 2017 then yearly.</p> | <p>TAs Class Teachers SENCo Learning Mentor</p> <p>SENCo</p> <p>SENCo</p> | <p>Course costs + supply cover</p> <p>Nil</p> | <p>EP MAST Excellence Cluster Advisory Teachers Speech & Language Therapist CAMHS TaMHS Physio OT Paediatricians.</p> <p>School Nursing Service</p> | <p>All staff will be confident in their knowledge & understanding of the difficulties and needs of pupils they work with and effective strategies/approaches to support them.</p> <p>All staff will be confident in their knowledge & understanding of the medical needs of pupils they work with, effective strategies & approaches to support them and will be confident to administer emergency medication if/when needed.</p> | |
| <p>Identification</p> | <p>Liaison with parents/carers and pre- school settings to identify needs of pupils joining Montpelier Primary. Transition plans compiled for these pupils.</p> <p>Use summative assessment data drops, & phonics screening to identify any children not making expected progress using School Pupil Tracker.</p> <p>SENCo class visits/observations</p> | <p>May/June 2017 then yearly</p> <p>3 times yearly following data drops</p> | <p>Class Teachers Foundation staff SENCo</p> <p>Class Teachers Unit Leaders SENCo</p> | <p>Nil</p> | <p>SLT Early Years Advisory Teachers EPs</p> <p>Unit Leaders SENCo SLT</p> | <p>Potential barriers to children's learning identified early. Transition plans & provision made to enable pupils to transition smoothly into school.</p> <p>All children not making expected progress will be identified and supported through interventions, IEPs and if necessary referred for further assessment/advice.</p> | |

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| <p>Extra curricular activities</p> | <p>Additional staff available to support pupils with SEND or medical needs at after school clubs.</p> <p>To ensure all pupils have full access to all educational visits and extra curricular activities - adapted when needed. Pupils with SEND or medical needs to be included on risk assessments</p> <p>Staff trained to meet pupils' medical needs on trips.</p> <p>Staff trained in safe wheelchair handling to support pupils who use wheelchairs when off school site.</p> <p>Routes risk assessed for wheelchair users when needed.</p> <p>Manual handling plans in place for pupils who use wheelchairs.</p> <p>New minibus when purchased to be wheelchair accessible.</p> | <p>On-going As and when needed</p> <p>All visits.</p> <p>Annual training September</p> <p>Annual July check to see if training is needed in specific year groups.</p> <p>Reviewed annually September</p> | <p>SENCo</p> <p>Class Teachers TAs Unit Leaders</p> <p>SENCo</p> <p>Class Teachers TAs Unit Leaders</p> <p>SENCo</p> <p>School Business Manager</p> | <p>Possible Staff costs.</p> | <p>SLT</p> <p>Unit Leaders SENCo SLT</p> <p>School Nurses Specialist nurses e.g Diabetes Oncology</p> <p>Advisory Teacher for PD.</p> | <p>All children will be able to participate fully in Educational visits and other extra curricular activities. If that is not possible activities must be modified or substituted to enable access.</p> <p>All staff will be confident in their knowledge & understanding of the medical needs of pupils they work with, effective strategies & approaches to support them and will be confident to administer emergency medication if/when needed.</p> <p>Pupil's who use wheelchairs will follow routes that are safe for both the pupil and the members of staff handling their wheelchairs.</p> | |
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| Resources | <p>Wobble cushions, fiddle toys, calm boxes/areas. Individual Work stations</p> <p>Visual resources; timetables, prompt cards, checklists, now/next boards, clocks.</p> <p>Large print texts, bold lined books, rulers, scales etc.</p> <p>Adapted scissors, writing slopes, pencils, pencil grips, pens.</p> <p>Adapted P.E. equipment.</p> | <p>On-going As and when needed</p> | <p>Class Teachers</p> <p>Teaching Assistants</p> <p>SENCo</p> <p>Learning Mentor</p> <p>PE Subject Leader</p> | <p>Approx £100 per year from SEN budget</p> | <p>SENCo</p> <p>Learning Mentor</p> <p>SLT</p> <p>Advisory Teachers</p> <p>Physio OT</p> | <p>Necessary physical resources will be available to enable all pupils to access the curriculum as fully and as independently as possible.</p> | |
| ICT Equipment | <p>Appropriate equipment and software available for children who experience difficulties using standard equipment and forms of recording their work. E.g. Clicker 6, Splash. Dictaphones</p> <p>Access to Chromebooks & laptops for extended writing.</p> <p>Access to Laptops and I Pads to develop keyboard familiarity skills.</p> | <p>On-going as needed</p> | <p>Class Teachers</p> <p>Teaching Assistants</p> <p>SENCo</p> <p>Network Manager</p> <p>Computing Subject Leaders</p> | | <p>Outreach teacher for PD</p> <p>Computing Subject Leaders</p> <p>SENCo</p> <p>Network Manager</p> <p>SLT</p> | <p>All pupils able to access the curriculum and record their work as independently as possible.</p> <p>Sufficient Chromebooks & laptops available and easily accessible for pupils to use for extended writing.</p> <p>Sufficient I Pads & laptops with keyboard skill software/Apps available and easily accessible.</p> | |

If specific needs are identified we will endeavour to meet them as they arise.

MONTPELIER PRIMARY SCHOOL - SCHOOL IMPROVEMENT PLAN

Area: Information

Subject: Accessibility

Date: January 2017

| Key Issue | Specific Action | By when | By who | Cost | Support | Success Criteria | Evaluation |
|-----------------------|--|------------------------------|---|------|-----------------------|---|------------|
| Access | Review accessibility of information | | Admin (CS) Network manager SENCo | | SLT | Necessary information collected to inform future accessibility planning | |
| Identification | Liaison with parents/carers and pre school settings to identify needs of parents/carers in accessing information about the school. Home visits before children start school | June 2017 then yearly | Foundation Class Teachers PSA Foundation staff | | SLT Admin Team | Needs of parents/carers identified and supported by interpreters or signers when needed. Parents/carers able to ask any questions they may have regarding school & will be able to communicate info about their child. | |
| | Liaison with parents/carers of pupils joining Montpelier to identify needs of parents/carers in accessing information about the school. | As pupils join school | Admin Team | | SLT SENCo | | |

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| <p>Communication</p> | <p>Weekly Beacon Newsletter/emailed and published on website.</p> <p>Text/emails updates.</p> <p>Termly curriculum letters</p> <p>Termly parent/carer Consultations - online booking</p> <p>IEP, EHCP reviews, CAFs, TAM, TAF, Child in Need and Child Protection meetings</p> | <p>On-going</p> | <p>Admin Team</p> <p>Year Groups Class Teachers</p> <p>SLT SENCo Learning Mentor PSA</p> | | <p>SLT</p> | <p>Parents/carers needs considered (e.g. visual or hearing impairment, learning difficulties, dyslexia, English as an additional language) identified and catered for to ensure effective home-school communication.</p> <p>Interpreters/Signers used when needed. Text phone service used to enable contact with hearing impaired parents.</p> <p>Individual arrangements made with families for regular informal communication, E.g. by home/school communication books, asking friends & family to translate. Staff will communicate verbally with parents/carers who are known to have difficulties reading letters.</p> | |
| <p>Website</p> | <p>Accessibility features added to School website E.g. high contrast, plain text, translate options New pages added and website regularly updated</p> | <p>On-going</p> | <p>Network Manager</p> <p>All Staff</p> | <p>To be costed</p> | <p>SLT</p> | <p>Information available in a variety of formats.</p> <p>Up to date information about school easily accessible to parents/carers.</p> | |

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| | Add accessibility features to E Schools E.g. high contrast, plain text | | | | | | |
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If specific access needs are identified we will endeavour to meet them as they arise.