

The best possible start to a lifelong education



# School Access Policy

Troed y Rhiw Road, Mountain Ash Rhondda Cynon Taf, CF45 4BH 01443 473730

## Caegarw Primary School Access Plan 2014-2015



Targets	Strategies	Outcome	Time Frame	Goals Achieved
Raise awareness of legislation and obligations regarding disabled pupils among staff and governors	Organise training sessions for staff and governors Refer to 'Index for Inclusion'	Staff and governors receive training	Ongoing	Staff and governors aware and better informed of issues relating to disability  School has an inclusive ethos
Ensure that school policies, schemes of work do not contain discriminatory phrases	Audit existing policies /procedures and schemes of work.	School policies / procedures re-written if necessary	Ongoing	All school documentation reflects equal opportunities for all
Ensure that the procedures for administration of medicines to pupils are in line with local guidelines	Audit current need of pupils and staff in line with authority document 'Supporting Pupils with Medical Needs in Neath Port Talbot' Re-write job descriptions as necessary	Health Care plans in place for all pupils who require medication in school Appropriate training provided to staff where necessary	Compliant and ongoing	Pupils, staff and parents / carers confident that correct procedures are followed
Improve physical access in line with LEA Accessibility Strategy.	Audit current and future needs including info. from Building Accessibility Appraisal	Physical adaptations carried out when appropriate and necessary	Ongoing	High visibility paint on steps. Handrails maintained. Ramps in place disabled compliant (rear of building)

Targets	Strategies	Outcome	Time Frame	Goals Achieved
To ascertain the need among parents/carers whether information is required in alternative formats	Include a sentence in all correspondence sent to parents/carers asking if they require written materials available in different formats. Liaise with staff from LEA to ensure that parent/carer needs can be met	School able to provide written information in alternative formats when required Improved school / home links for disabled parents / carers and pupils	Summer 2015	Parental satisfaction
To ascertain the need for reasonable adjustments to be made for visits to school by parents/carers e.g. concerts, consultation evenings	Include a question on all letters when inviting parents / carers to attend school functions. e.g. 'Do you have any special requirements which we need to consider?'	The school able to make reasonable adjustments to enable disabled parents / carers to visit school	Ongoing	Parents / carers with disabilities able to visit the school
To inform the LA in advance with as much notice as possible when pupils with disabilities transfer to/from the school	Contact SENAS giving appropriate details ASAP	LAs capacity to prioritise physical adaptations to school improved	Ongoing	Physical accessibility of school improved
To identify training needs of staff on differentiating the curriculum	Audit current training needs of staff and include findings in SDP	Teachers and teaching assistants able to fully meet the requirements of disabled children with regards to accessing the curriculum	Ongoing	Working towards ASD friendly school status

Targets	Strategies	Outcome	Time Frame	Goals Achieved
to ensure the safety of pupils and staff during school trips / extra curricular activities/ leisure sporting and cultural visits	Contact Health and Safety Executive for advice. Provide training for staff to carry out risk assessments	Pupils with disabilities able to take part in all school activities	Ongoing	Increase in access to the whole curriculum
Develop the use of ICT to enable pupils with disabilities to access the curriculum when appropriate	Audit training needs of staff Explore suitable ICT software Request advice from ICT CDO	Pupils with disabilities able to access the curriculum	Ongoing	Increase in access to the whole curriculum
To provide a designated parking space for visitors with disabilities	Consult with Premises Management Officer	Designated parking area provided	N/A	N/A
During refurbishment of school building ensure that works carried out comply with Disability requirements	Consult with appropriate staff – including premises management officer, staff from Visual Impairment, Mobility Officer and Hearing Impairment Service	Work on improving the environment for disabled pupils carried out as appropriate	Ongoing	School environment improved for disabled pupils Steps high visibility paint. Hand rails maintained.

Targets	Strategies	Outcome	Time Frame	Goals Achieved
Ensure that the learning needs of disabled pupils are met within the classroom	Classroom observations, tracking pupil progress, consulting with pupils and parents/carers as and when appropriate	Progress and achievements of disabled pupils in line with that of all pupils	Ongoing	Equality of opportunity. Promoting ethos of inclusion within the school.