



# OAKFIELD ACADEMY

BELIEVE AND ACHIEVE

## **Accessibility Policy and Plan**

This is a STATUTORY document  
Recommended for review by H&S Governor every three years

**Written/  
Reviewed by:** Premises Manager

**Approved by:** SLT/H&S Governor

**Ratified on:** November 2015

**Next review due:** November 2018

*This Accessibility Policy and Plan are drawn up in compliance with current legislation and requirements as specified in Schedule 10, relating to Disability, of the Equality Act 2010. School Governors are accountable for ensuring the implementation, review and reporting on progress of the Accessibility Plan over a prescribed period.*

1. We are committed to providing an accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to challenging negative attitudes about disability and accessibility and to developing a culture of awareness, tolerance and inclusion.

2. Latchmere School plans, over time, to ensure the accessibility of provision for all pupils, staff and visitors to the school.

3. An Accessibility Plan will be drawn up to cover a three year period. The plan will be updated annually.

4. The Accessibility Plan will contain relevant actions to:

☒ Improve access to the **physical environment** of the school, adding specialist facilities as necessary. This covers reasonable adjustments to the physical environment of the school and physical aids to access education.

☒ Increase access to the **curriculum** for pupils with a disability, expanding and making reasonable adjustments to the curriculum as necessary to ensure that pupils with a disability are as, equally, prepared for life as are the able-bodied pupils; (If a school fails to do this they are in breach of the DDA). This covers teaching and learning and the wider curriculum of the school such as participation in after-school clubs, leisure and cultural activities or school visits. It also covers the provision of specialist **aids and equipment**, which may assist these pupils in accessing the curriculum.

☒ Improve and make reasonable adjustments to the delivery of **written information** to pupils, staff, parents and visitors with disabilities. Examples might include hand-outs, timetables, textbooks and information about the school and school events. The information should be made available in various preferred formats within a reasonable time frame.

5. The Action Plan for physical accessibility relates to the Access Audit of the School, which is undertaken regularly. It may not be feasible to undertake some of the works during the life of this first Accessibility Plan and therefore some items will roll forward into subsequent plans. The audit will need to be revisited prior to the end of each first three-year plan period in order to inform the development of the new Plan for the following period.

6. As curriculum policies are reviewed, a section relating to access will be added to that on Equality and Diversity. The terms of reference for all governors' committees will contain an item on "having regard to matters relating to Access".

7. The School Brochure will make reference to this Accessibility Plan.

8. The School's complaints procedure covers the Accessibility Plan.

9. Information about our Accessibility Plan will be published in the Governors' Annual Report to Parents (statutory).

10. The Plan will be monitored through the Curriculum and the Premises Committees of the Governors.

11. The Plan will be monitored by Ofsted as part of their inspection cycle.

12. We acknowledge that there is a need for on-going awareness raising and training for staff and governors in the matter of disability discrimination and the need to inform attitudes on this matter.

NOVEMBER 2018

## Access Plan

TARGETS	STRATEGIES	WHO	OUTCOME	COST	WHEN	ACHIEVEMENTS
School plans to improve access to designated areas over successive financial years. Pathways, lighting and steps.	Planned use of VA capital formula in conjunction with advice from Arcitect and County Access Co-ordinator.	Bursar / Facilities Manager	Phased improvements over next 4 years.	To be determined	ongoing	Physical access to parts of school increased.
Improve access to ICT. Work surfaces in the library to be made adjustable.	Provide adjustable work surfaces to allow access to disabled/wheelchair bound pupils.	Bursar / Facilities Manager	Work surfaces more usable. Access to DVDs, videos and internet improved for disabled. External access to coursework via school website.	1000	In progress-costing	Physical access improved. Study carousel created. "Gateway" to school network created. Increase in access to the National Curriculum.
Improve sound system in the main assembly hall.	To determine whether grants are available from LCVAP.	Bursar / Facilities Manager	Install hearing loop.	To be determined	on going	Hearing loops installed.
Availability of written material in alternative formats.	Consult LEA, RNIB to identify what services are available to convert written information into alternative formats.	SENCO	If necessary, school can produce information.		on going	Delivery of information to disabled pupils improved.
Increase internal toilet facilities for disabled adults & pupils.	Include in brief for all new builds.	Bursar / Facilities Manager	Disabled toilets constructed.- costing in progress year 5 access.		Achieved 2008	Disabled toilets included in build handed over in September 2003.
Incorporate colour schemes and large writing on signage when carrying out refurbishment.		Bursar / Facilities Manager	Several areas made more accessible to visually impaired children.		Achieved	Physical accessibility of the school increased.
Improve staff awareness of disabilities.	To continue and get specialist external advice on how to take account of disabilities.	SENCO	Staff knowledge base increased.	Nil	On-going	Knowledge of issues understood.

TARGETS	STRATEGIES	WHO	OUTCOME	COST	WHEN	ACHIEVEMENTS
Improve access in main corridors throughout the school.	Planned use of external funding and VA capital formula to improve corridor doors.	Bursar / Facilities Manager	Automatic opening of doors.	£500 per door	To be considered as part of 2016 VA capital formula spend.	Physical accessibility of the school increased.
Improve access to literature and textbooks.	Identify suppliers who can provide books in large writing, perhaps with more pictures/diagrams. Also reviews of books made available.	Librarian	Suppliers identified and cost of purchases identified. Students to review books.	Nil	on going	Improved access to the National Curriculum. New library system installed.
To improve accessibility of trips to all pupils.	To determine strategies that will improve access for disabled pupils on school trips.	all staff	To incorporate into School Visits policy.	Nil	onwards.	Improved access to the National Curriculum and extra curricular provision.
Training for new teachers on differentiating the curriculum.	Benefits from organising training days as part of CPD.	Deputy Head (Curric)	All staff more able to meet the requirements of disabled children's needs with regards to accessing the curriculum.		on going	Increase in access to the National Curriculum.
To ensure compliance with the SEN and Disability Acts	To write a policy after consulting staff, parents and governors. Audit completed and updated annually.	Bursar / Facilities Manager	Policy embedded in school practices.	Nil	on going	Policy understood. Access Plan adopted and funding provided. Achievements monitored.
To ensure that evacuation and emergency procedures are put in place for pupils with disabilities.	Incorporate disability issues into School Emergency and Fire Escape policy. External funding sources identified.	Bursar / Facilities Manager	Policy document re-written. Physical changes include provision of alarms with visual and auditory elements.	Nil	on going	Physical access improved. Flashing light installed in LSD work room.

