



ST. JAMES PRIMARY SCHOOL (B21) - ACCESSIBILITY PLAN

ACCESSIBILITY PLANNING OBJECTIVES FROM June 2021- June 2024

Accessibility Plan Code

C: Increasing the extent to which everyone can participate in the school curriculum.

E.: Improving the physical environment so everyone can take advantage of education.

I: Improving the delivery of information so that it is accessible to everyone.

KEY CODE: HT = Head Teacher, SLT = Senior Leadership Team, FC = Finance Committee, H&SC = Health & Safety Committee,

SENCO = Special Educational Needs Coordinator, HLTA = Higher Level Teaching Assistant, SM = Site Manager, T = Teachers, TA = Teaching

Assistants, A2E = Access to Education, CPD = Continuing Professional Development, PCR = Pupil Centred Review

OBJECTIVES Expressed as an outcome for pupils / adults in terms of progress and participation	Access. Planning Code (C, E, I)	ACTIONS			EVIDENCE To be collected to measure progress	DATES (from and to)
		HOW	WHO (Lead Person)	RESOURCES		
ASPECT: SITE DEVELOPMENT (Standards for Inclusion: Standard 5)						
1. Develop the exterior of the school site. Highlighted by Standard 5: Creating the Environment: 5.3, 5.8	E	Audit of site with outside agencies.	SENCO	Time?	1. Audit of school site completed. 2. All outside steps clearly demarcated. 3. School allotment fully accessible to wheelchair users.	23.06.2021 June 2021- September 2022.
		Ensure all outside steps are clearly demarcated with yellow high visibility lines.	SM	Cost: £?		
		Install a second rail that is child height along stairways.				
		Make the school allotment fully accessible by installing a paved pathway and raised gardening beds for wheelchair users.	SM	Cost: £?		
2. Improve the accessibility of the internal stairways. Highlighted by Standard 5: Creating the Environment: 5.3	E	Audit of site with outside agencies.	SENCO	Time?	1. Audit of school site completed. 2. All internal stairs clearly demarcated. 3. Emergency evacuation	23.06.2021 June 2021- Dec 2021
		Ensure all internal stairs are clearly demarcated with yellow high visibility lines.	SM	Cost: £?		
		Install a second rail that is child height along stairways.	SM			



		Install emergency evacuation equipment on both internal stairwells.	SM	Cost: £?	equipment in place and operational.	Date of training TBC
3. Make available adjustable furniture (desks / tables / chairs / desk top equipment) for children and adults as required. Highlighted by Standard 5: Creating the Environment: 5.3	C	Audit of site with outside agencies.	SENCO	Time?	1. Audit of school site completed. 2. Adjustable furniture in place and available as required.	23.06.2021 As required June 2021-September 2022.
		Cost, purchase and make available adjustable furniture to meet pupil / adults needs as required.	SENCO	Cost?		
		Lower a workspace/ bench in computing suite to allow access to children of differing heights/ mobility needs. Provide either height adjustable chairs in the Computing suite and chairs of a fixed height against the lowered bench for children with mobility needs.	SM DHT	Cost: £?		
4. Raise awareness of all T & TAs to ensure that all classroom layouts are accessible to children with a range of learning / behavioural / physical needs. Highlighted by Standard 5: Creating the Environment: 5.3	E	Audit of site with outside agencies.	SENCO	Time?	1. Audit of school site completed. 2. Staff meeting held and all classroom layouts reviewed and amended as required.	23.06.2021 September 2021. As required Date of training TBC
		Arrange a staff meeting focussing on the layout of classrooms to ensure accessibility for children with a range of learning / behavioural / physical needs. <i>In response to individual needs</i>	SENCO Class teachers.	Time?		
5. Develop all pupil toilet facilities to ensure full accessibility. Highlighted by Standard 5: Creating the Environment: 5.3	E	Audit of site with outside agencies.	SENCO	Time?	1. Audit of school site completed. 2. Tap heads changed as required.	23.06.2021 As required June 2021-September 2022.
		Remove all clutter from KS1 toilet areas.	Class Teachers	Time?		
		Ensure all toilet seats are secure.	SM			
		Install hand rails to either side of one cubicle to promote independence (getting on and off the toilet). Child height.	SM			



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		Install adaptable/ sensor / levered tap heads as required- <i>on 1 basin in each washroom.</i>	SM	Cost: £?		By December 2021.
		Ensure all soap dispensers are at a reachable height. (provide step to assist if required).	SM			As required



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		HOW	WHO (Lead Person)	RESOURCES		
ASPECT: TEACHING and LEARNING (Standards for Inclusion: Standards 3,5 & 6)						
1. The training needs of all staff, relating to inclusion, to be continued to be audited annually / as required. Highlighted by Standard 3 / 5/ 6: Sub Standard: 3.1	C & I	Audit of T and TA CPD needs.	SENCO	Time?	1. Training Audit documents. 2. CPD programme delivered and evaluated. 3. Next Steps identified.	By As required/ on going Jun 2021- June 2024
		CPD programme in place and implemented (inc. ASD L1 refresher training every 2 years/ HQT/ emotion coaching))	SENCO	Staff Training Time		
		Sharing of good practice and learning opportunities.	T & TAs	Staff Training Time		
		Evaluation of the impact of the CPD and identification of further staff training needs.	SENCO	SLT time		
2. The SENCO to improve personal knowledge and skills by attending training with regard to local and national changes impacting SEND. Highlighted by Standard 3 / 5/ 6: Sub Standard: 3.3	I	Audit of SENCO CPD needs.	SENCO	Time?	1. Training Audit documents. 2. Courses attended. 3. Next Steps / Actions identified.	As required/ on going Jun 2021- June 2024
		SENCo accessing training.	SENCO + A2E	Staff Training Time		
3. To ensure all children are fully included in all lessons with the right level of support and challenge while also being encouraged to be as independent as possible. Highlighted by Standard 3 / 5/ 6: Sub Standard: 6.6, 6.7	C	Audit of T and TA CPD needs.	SENCO/ DHT	Time?	1. Training Audit documents. 2. Staff meeting conducted with key actions agreed and noted. 3. Series of lesson observations implemented and feedback given.	As required/ on going September 2021- June 2022
		Staff meeting arranged to focus on "encouraging independence" within the classroom setting. Inclusion team has created impact for our most vulnerable children accessing learning.	SENCO	Staff Training Time		
		Continue focus on "Encouraging independence" to be included as a focus in a programme of lesson observations.	SLT/ SENCO	Lesson Observation programme.		



4. To audit resources at least annually to ensure that provision is in place to meet all current learning and physical pupil needs and plans are in place for future needs and requirements. Highlighted by Standard 3 / 5/ 6: Sub Standard: 6.11, 6.19	C	Audit of SEND resources annually. Well-resourced and used. Encourage universal use	SENCO	Time?	1. SEND Resources Audit document. 2. Annual budget Plan in place – costed and funded. 3. Future Needs Action Plan in place.	By Dec 2021 Thereafter Annually As required.
		Annual budget plan for SEND resources to be produced (costed and funded)	SENCO FC	Cost?		
		Plans in place in response to predicted future needs and requirements. Key resource is adults, particularly within Inclusion Team – commitment to continue funding as budget allows.	SENCO/ SLT	Cost?		

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ASPECT: PUPIL PARTICIPATION (Standards for Inclusion: Standards 7 & 8)						
1. The SENCO to establish and regularly consult with a SEND “pupil voice” group in order to enable SEND pupils to have a say and be fully involved in school life. Highlighted by Standard 7 / 8: Sub Standard: 7.1, 7.2, 8.4, 8.10	I	Establish a SEND pupil voice group Delivered but needs to be continued cyclically - Biannually	SENCO	Time?	1. SEND Pupil Voice group established and operational each academic year. 2. Action Plans in place and enacted upon.	By Dec 2021 Bi annually thereafter.
		The SEND group to meet at least twice each academic year.	SENCO	Time?		
		Pupil views accessed through Target Reviews and Parent Partnership Meetings to be noted and the high priorities enacted upon and fed back to the group. “You said – We did”	SENCO SLT FC	Funding?		



2. Involvement of all pupils with an EHCP in PCRs (where appropriate and accessible) and to respond to the outcomes of the PCRs. Highlighted by Standard 3: Sub Standard: 8.6	C & I	Timetable of PCR reviews	SENCO	Time?	1. PCR timetable Stakeholder feedback & evaluations 2. Termly meetings with pupils to check/ share progress.	By September 2021 (set for the next academic year) <i>Reviewed termly thereafter.</i>
		Involvement of all stakeholders in PCR reviews. (OA's/ parents/ pupils/ school)	SENCO	Time?		
		Action Plans in place in response to the outcomes of PCR reviews	SENCO + LSA/TA	Time?		
		Evaluation of the impact of the action plans on levels of pupil participation.	SENCO + LSA/TA	SLT time		
3. The SENCO to ensure provision is in place to ensure that the schools most vulnerable pupils' needs are met and that they are fully included in school life. (To inc children with SEN SP) Highlighted by Standard 7 / 8: Sub Standard: 7.5	C	Audit of vulnerable pupils' needs.	SENCO	Time?	1. Audit of vulnerable pupils needs in place and identified needs responded to. 2. Provision Plans in place for all identified vulnerable pupils. 3. SEND Pupil Voice group in place and operational.	By September 2021. As required. <i>Reviewed annually thereafter.</i>
		SEN Provision Plans in place and updated annually for all identified vulnerable pupils.	SENCO	Management Time allocation?		
		Vulnerable pupils included in the SEND pupil voice group.	SENCO	Management Time allocation?		
4. To Improve the sharing of information to pupils and parents	C, i	Pupils and parents can access information. Information is provided in a range of formats (text/ written/ voice/ translation software/ translators/ provide print in alternative languages/ dyslexia friendly fonts)	SENCO	Time	1. Ensure termly meeting with children to review targets 2. Termly meetings with parents of high needs pupils to check/ share progress. 3. Send home information is accessible formats.	
5. To continue to evaluate all educational / residential visits /	E	Site pre- visits made to all planned residential settings.	Educational Visits	Management Time allocation?	4. Site Pre-visits made and documented.	Every Academic Year



settings to ensure that they are as inclusive and as accessible as possible. Highlighted by Standard 7 / 8: Sub Standard: 7.17			Coordinator. Class teachers (Lead person for the visit)		5. Risk Assessments of all educational/ residential visits documented and recorded. 6. All SEND pupils fully included in educational & residential visits.	2021- 2024
		Risk assessments made and documented for educational and residential visits. <i>Children with EBD issues are supported by additional staff or a relative.</i>	Educational Visits Coordinator. Class teachers (Lead person for the visit)	Management Time allocation?		
		Wherever possible logistical arrangements / adaptations made to enable the inclusion of all pupils with a range of special educational needs on all educational / residential visits.	SENCO + Educational Visits Coordinator	Costs?		
		PEEPS PLANS- development of Personal Evacuation plans for vulnerable pupils/ adults in case of evacuation.	DHT Fire marshal SENCO	Time	1. Risk assessment of school site with external provider (Fire dept) 2. PEEP's plans in place for all high risk/ vulnerable children.	By September 2021

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ASPECT: LEADERSHIP and MANAGEMENT (Standards for Inclusion: Standard 1,3,5 & 6)						
1. The SLT & SENCO to further develop working partnerships with external agencies to further improve accessibility provision.	C, E, I	Identify key external partners / providers. <i>Network extended to include all appropriate partners including CPT and OH and FTB.</i>	SENCO/ DHT	Management Time allocation?	1. External Partner contact list. 2. Accessibility Plan	ongoing



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Highlighted by Standard 1/ 3/ 5/ 6 Sub Standard: 6.17		Establish working partnerships with key external providers. SENCO develop personal management plans for chn with mobility (PD) needs with PDSS.	SENCO/ DHT	Management Time		By September 2021 and as required.
		Develop the accessibility action plan in the light of advice / input from external providers.	DHT + SENCO	Cost?		
2. To revisit and amend the school's Inclusion Policy so that it meets all statutory requirements and current legislation in relation to accessibility. Highlighted by Standard 1/ 3/ 5/ 6 Sub Standard: 3.10	I	Gain external advice with regard to accessibility statutory and legislative requirements.	HT + SENCO	Cost?	1. External advice received and enacted upon. 2. Inclusion policy updated to meet all current statutory requirements and legislation.	Every Academic Year 2021- 2024 Sept 2021
		Update the school's Inclusion Policy in light of the most recent SEND and accessibility legislation.	DHT + SENCO	Management Time		
		Review the school's Inclusion Policy annually to ensure the policy continues to meet the current statutory and legislative requirements for SEND and accessibility.	DHT + SENCO	Management Time Costs?		
3. All identified site and staff development actions in this accessibility plan are fully costed and included in each financial / academic year's budget / school improvement plans. Highlighted by Standard 1/ 3/ 5/ 6 Sub Standard: 1.13	C & E	All accessibility plan site and staff priorities, actions and developments fully costed.	HT + FC	Management Time Costs?	1. Accessibility Plan priorities funded annually. 2. Staff Development Time allocated annually.	Every Academic Year 2021- 2024
		All accessibility plan site and staff priorities actions and developments costs included in the school's annual budget plan and school improvement plan.	FC	Costs?		
4. All new staff to be placed on an induction programme	I	Staff induction programme updated to include SEND and Inclusion. NQT'S/ Long term supply/ TA's	HT + SENCO Senior Office manager	Management Time	1. Staff Induction programme in place and updated.	Every Academic Year



<p>which familiarises them with the school's inclusion policy.</p> <p>Highlighted by Standard 1/ 3/ 5/ 6 Sub Standard: 3.8</p>		All newly appointed staff (Ts & TAs) to undertake an induction programme within the first week following appointment.	Phase Leaders	Management Time	2. Staff Induction programme implemented as required.	2021- 2024
<p>5. The HT to include in the job descriptions for all future advertisements of Teacher assistant posts expectations to support the personal and medical care of all pupils.</p> <p>Highlighted by Standard 1/ 3/ 5/ 6 Sub Standard: 5.4</p>	I	TA job descriptions and person specifications amended to include a statement re personal and medical care expectations.	HT + SENCO	Management Time	1. Amended job descriptions and person specifications in place and published.	Every Academic Year 2021-24
		All TA job application packs to include the updated job descriptions and person specifications.	School Office	Costs?	2. Job Application packs distributed as required.	
<p>6. The SLT to review admission and induction procedures to ensure all access needs are met and responded to.</p> <p>Highlighted by Standard 1/ 3/ 5/ 6 Sub Standard: 10.1</p>	C, E	Pupil access needs to be evaluated annually and specific needs identified <i>and as their needs arise</i> .	EYFS leader + SENCO	Logistical & Cost implications?	1. Pupil access needs identified annually as part of the pupil admission process.	Every Academic Year 2021- 24
		Pupil admission and induction procedures to be reviewed, updated and enacted upon in the light of identified access needs.	EYFS leader + SENCO	Logistical & Cost implications?	2. Identified access needs responded to annually.	
		PEEPS PLANS- development of Personal Evacuation plans for vulnerable pupils/ adults in case of evacuation.	DHT Fire marshal SENCO	Time	1.Risk assessment of school site with external provider (Fire officer) 2.PEEP's plans in place for all high risk/ vulnerable children.	By September 2021
<p>7. To Improve the sharing of (written) information to pupils and parents</p>	C, i	Pupils and parents can access information. Information is provided in a range of formats (text/ written/ voice/	SENCO SLT School office	Time	1.Translation software 2. group call text messaging service	As required.



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		translation software/ translators to provide print in alternative languages)				
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Traffic Light Evaluation:

Achieved / Good Progress Made To Date

Not Achieved To Date / No Progress Made To Date

Partly Achieved / Some Progress Made To Date