



**Every Child is a Learner and can achieve**

<b>Accessibility Policy and Plan</b>		
COMPILED BY:  Claire Thirkill	DATE APPROVED:  December 2022	DATE TO BE REVIEWED:  December 2025

## Contents:

- Statement of intent
- Legal framework
- Definition
- Roles and responsibilities
- Accessibility Plan
- Equal opportunities
- Admissions
- Curriculum Access
- Physical environment Access
- Information Access
  
- Hoyle Court Accessibility Plan

### **Statement of intent**

- Hoyle Court Primary School is committed to taking all steps to avoid placing anyone at a substantial disadvantage and therefore works closely with pupils with disabilities, their families and any relevant outside agencies in order to remove any potential barriers to their learning experience.
- The school is active in promoting an inclusive positive environment by ensuring that every pupil is given equal opportunity to develop socially, to learn, and to enjoy school life. The school continually looks for ways to improve accessibility within the school through data collection, parents/carers questionnaires and discussions.
- This policy will be implemented at all times and adhered to by all staff members, pupils, parents/carers and visitors.

### **Legal Framework**

This policy has due regard to statutory legislation including, but not limited to, the following:

- United Nations Convention on the Rights of the Child
- United Nations Convention on the Rights of Persons with Disabilities
- Human Rights Act 1998
- Special Educational Needs Regulations 2014
- Education and Inspections Act 2006
- Equality Act 2010
- Equality Act 2010 (Specific Duties) Regulations 2011
- Disability Discrimination (England) Regulations 2005

This policy has due regard to national guidance including, but not limited to, the following:

- 'The Equality Act 2010 and schools', DFE (2014)

This policy will be used in conjunction with the following school policies and procedures:

- Equality and Diversity Policy
- Early Years Foundation Stage (EYFS) Policy
- Special Educational Needs and Disabilities (SEND) Policy
- Equal Opportunities and Dignity at Work Policy
- Admissions Policy
- Behaviour Policy
- Supporting Pupils with Medical Conditions Policy
- Administering Medication Policy
- Anti-Bullying Policy
- Health and Safety Policy

### **Definition**

- A person is defined as having a disability if they have a physical or mental impairment that has an adverse, substantial and long term effect on their ability to carry out normal day to day activities.
- The effect of the Equality Act 2010 means that schools cannot unlawfully discriminate against pupils because of sex, race, disability, sexual orientation, religion or belief.

### **Roles and responsibilities**

- Staff members will act in accordance with the school's Accessibility Policy and Accessibility Plan at all times.
- The headteacher, in conjunction with the governing board or a select committee, will create an Accessibility Plan with the intention of improving the school's accessibility.
- The governing board, or a select committee, will be responsible for monitoring the Accessibility Plan.
- The full governing board will approve the Accessibility Plan before it is implemented.
- All staff members are responsible for ensuring that their actions do not discriminate against any pupil, parent/carer or colleague.
- The headteacher will ensure that staff members are aware of individual pupils' disabilities or medical conditions where necessary.
- During a new pupil's induction at Hoyle Court Primary, the headteacher will establish whether the pupil has any disabilities or medical conditions which the school should be aware of.
- The headteacher is responsible for consulting with relevant and reputable experts if challenging situations regarding pupils with disabilities are experienced.
- The headteacher, governing board and senior leadership team (SLT) will work closely with the LA and external agencies to effectively create and implement the school's Accessibility Plan.
- The special educational needs and disabilities coordinator (SENCO) will work closely with the headteacher and governing board to ensure that pupils with special educational needs and disabilities (SEND) are appropriately supported.
- All staff members and governors will partake in whole school training on equality issues with reference to the Equality Act 2010.
- Designated staff members will be trained to effectively support pupils with medical conditions, such as understanding how to administer Epipens

### **Accessibility Plan**

- The Accessibility Plan will be structured to complement and support the school's Equality and Diversity Policy, as well as the Special Educational Needs and Disabilities Policy.
- Hoyle Court Primary's Accessibility Plan demonstrates how access will be improved for pupils with disabilities, staff, parents/carers and visitors to the school within a given timeframe.

The plan has the following key aims:

- To increase the extent to which pupils with disabilities can participate in the curriculum
- To improve and maintain the school's physical environment to enable pupils with disabilities to take advantage of the facilities and education on offer
- To improve the availability and delivery of written information to pupils, staff, parents/carers and visitors with disabilities.
- The intention is to provide a projected plan for a three year period ahead of the next review date, which will be in September 2025.

- If it is not feasible to undertake all of the plans/works during the lifespan of the Accessibility Plan, some items will roll forward into subsequent plans.
- The Accessibility Plan will be used to measure the necessity of making reasonable adjustments in order to accommodate the needs of people with disabilities where practicable.
- Both the Accessibility Policy and Accessibility Plan will be published on the school website.
- Hoyle Court Primary School will collaborate with the LA in order to effectively develop and implement the plan.
- The school will provide adequate resources for implementing plans, ensuring pupils are sufficiently supported.
- The LA will provide auxiliary aids and services where necessary in order to help the school provide adequate support to pupils with disabilities.

### **Equal opportunities**

- Hoyle Court Primary School strives to ensure that all existing and potential pupils are given the same opportunities.
- Hoyle Court Primary school is committed to developing a culture of inclusion, support and awareness.
- Staff members will be aware of any pupils who are at a substantial disadvantage and will take the appropriate steps to ensure the pupil is effectively supported.
- The Accessibility Plan will detail any barriers which are hindering the opportunities for pupils with SEND. The aim of the plan is to take appropriate measures in order to overcome these barriers, allowing all pupils equal opportunities.
- Wherever possible, teaching staff will adapt their lesson plans and the curriculum in order to allow all pupils to reach their full potential and receive the support they need.
- Hoyle Court Primary School will ensure that all extracurricular activities are accessible to all pupils. The school will make all reasonable adjustments to allow pupils with SEND to participate in all school activities.

### **Admissions**

- Hoyle Court Primary School will act in accordance with the Admissions Policy.
- The school will apply the same entry criteria to all pupils and potential pupils.
- In the event of entry examinations, the school will support those with SEND by making any reasonable adjustments necessary, e.g. publishing exam papers in a larger font.
- Hoyle Court Primary School will strive to not put any pupil at a substantial disadvantage by making reasonable adjustments prior to the pupil starting at the school.
- All pupils, including those with SEND, will have appropriate access to all of the opportunities available to any member of the school community.
- Information will be obtained on future pupils in order to facilitate advanced planning.

- Prospective parents/carers of pupils with Education and Healthcare Plan (EHCP), and pupils with SEND, are invited to a transition meeting prior to the pupil starting the school in order to discuss the pupil's specific needs.

### **Curriculum**

- Hoyle Court Primary School is committed to providing a healthy environment that enables full curriculum access, which values and includes all pupils regardless of their education, physical, sensory, social, spiritual and emotional needs.
- We liaise with external services and agencies regarding individual pupils (physical, sensory, learning, social, emotional & mental health).
- We use specialist colleagues to support learning and to give pastoral and inclusion support.
- We organise Learning Support Assistants to cover a mix of curriculum and learning needs.
- We ensure that where appropriate, pupils have access to national and internal assessments facilitated by provision of extra time, readers etc.
- We develop mutual support and understanding between colleagues when working with pupils with challenging disabilities
- No pupil is excluded from any aspect of the school curriculum due to their disabilities or impairments.
- We aim to provide a differentiated curriculum to enable all pupils to feel secure and make progress.
- The leaders for each subject and the SENCO will work together to adapt a pupil's Graduated Approach Plan (GAP), with advice sought from outside agencies where appropriate, to allow all pupils to reach their full potential.
- Where areas of the curriculum present particular challenges for a pupil, these are dealt with on an individual basis.
- The class teacher, in discussion with the pupil and their parents/carers, will ensure that all adjustments possible, in line with common sense and practical application will be made for any particular disability or impairment.
- There are established procedures for the identification and support of pupils with SEND in place at the school.
- Detailed pupil information on pupils with SEND is given to relevant staff in order to aid teaching.
- Specialist resources are available for pupils with visual impairments, such as large print reading books and / or coloured overlays.
- Learning support assistants are deployed to implement specific literacy, numeracy and speech and language programmes.
- Physical education lessons will be adapted, wherever possible, to allow pupils with disabilities to participate in lessons.

### **Physical environment**

Hoyle Court Primary School is committed to ensuring that all pupils, staff members, parents/carers and visitors have equal access to areas and facilities within the school premises.

- The school building is almost fully accessible for pupils with physical difficulties although access sometimes takes the pupil via an outside route. The Governing Board is monitoring the accessibility of the school site.

- The outside play areas are mostly flat and the main areas are almost completely accessible to wheelchair users
- There are no parts of Hoyle Court Primary School to which pupils with disabilities have limited or no access to. The exception to this is the playing field; although a wheelchair user would have access they cannot access the field itself due to its uneven surface.
- The school has toilet facilities suitable for people with disabilities which are fitted with a handrail and an emergency pull cord.
- There are provisions for nappy changing.
- Adapted/specialised furniture can be provided to meet individual needs.
- Communal spaces are 'clutter-free' to facilitate easy movement around the buildings.
- Where entrances to the school are not flat, a ramp is supplied for access.
- Wide doors are fitted throughout the school to allow for wheelchair access.
- The corridor flooring and lighting is designed to support those who are visually impaired.

### **Information**

- Visual timetables and information supported by signs/symbols for targeted pupils.
- Home-school books for targeted children to ensure effective communication.
- Provision of verbal or large print information for targeted pupils.
- Parents section on Website with access to policies and curriculum information
- Text messaging and email to parents
- Paper copies of all documents available from the school office on request

<b>1) CURRICULUM</b>					
<b>Priority</b>	<b>Lead</b>	<b>Action / Strategy</b>	<b>Resources</b>	<b>Timescale</b>	<b>Success Criteria</b>
<b>Effective communication and engagement with parents</b>	SLT	Termly meetings with parents / carers  Additional meetings with parents of those children on the SEND register to share IEP / Additional Action	Time	In place and ongoing	Parents / carers fully informed about progress who engage with their child's learning
<b>Lessons provide opportunities for all pupils to achieve.</b>  <b>Staff seek to remove all barriers to learning and participation</b>  <b>There are high expectations of all pupils</b>  <b>Lessons involve work to be done by individuals, pairs, groups and the whole class.</b>  <b>Lessons are responsive to pupil diversity.</b>  <b>All pupils are encouraged to take part in music, drama and physical activities.</b>	SLT / SENCO	Appropriately differentiated planning  Implementation of agreed SEND strategies for pupils / groups of pupils.  Adherence to school policies and practice relating to assessment, provision and teaching strategies.	Time allocated and relevant policies provided	In place and ongoing	Increased access to the curriculum
<b>Training for staff on increasing access to the curriculum for all pupils</b>	SLT	Epipen Training Diabetes Training Intimate Care Policy Team Teach training Training from SEND specialists:	Training Time Policies Learning Support Staff time allocation	In place and ongoing with regular training updates.	Increased access to the curriculum for every child



				and regular visits from outside professionals	
<b>Adaptations to the curriculum to meet the needs of individual learners</b>	SENCO / HT	Pastoral support, Speech and language therapy programmes Use of access arrangements for assessment/National tests	Specialist strategies as listed	In place and ongoing	Needs of all learners met enabling positive outcomes
<b>Appropriate use of specialised equipment to benefit individual pupils and staff</b>	SENCO	iPads available to support children Sloping boards Coloured overlays Specially shaped pencils Use of wedge/wobble cushions Use of weighted blanket, chew toys, fiddle toys, sensory diet toys	Specialist equipment as listed	In place &/or to be ordered as required	Increased access to the Curriculum Needs of all learners met.
<b>All school visits and out of school activities and after school clubs are planned to ensure reasonable adjustments are made to enable the participation of the whole range of pupils</b>	SLT/SENCO/Staff leading clubs	Risk assessments will be undertaken where appropriate Providers will comply with all legal requirements	Any specialist equipment needed to allow a child to access a club	Ongoing	Increased access to the extra-curricular activities for all pupils with SEND.

<b>2.) ENVIRONMENT</b>					
<b>Priority</b>	<b>Lead</b>	<b>Action / Strategy</b>	<b>Resources</b>	<b>Timescale</b>	<b>Success Criteria</b>
<b>Provision of wheelchair accessible toilets, staffroom and kitchen area</b>	Headteacher & School Business Manager	Maintain wheelchair accessible areas	Maintenance costs as req.	In place	Physical accessibility of school increased
<b>Access into school and reception to be fully compliant</b>	Headteacher & School Business Manager	Designated disabled parking Wide doors and corridors	none	In place	Physical accessibility of school increased
<b>Maintain safe access around exterior of school</b>	Headteacher & School Business Manager	Ensure that pathways are kept clear of vegetation and litter.	Cost included in ground's maintenance contract	Ongoing	People with disabilities can move unhindered along
<b>Maintain safe access around the interior of the school</b>	Headteacher & School Business Manager	Awareness of flooring, furniture and layout in planning for disabled pupils	Cost of any adjustments that need to be made	Ongoing	People with disabilities can move safely around the school
<b>Next Steps</b>					
<b>Improvements to help the visually impaired</b>	Headteacher & School Business Manager	All steps highlighted in yellow/non-slip paint (line-marking paint to be used)	Cost of materials and labour	Christmas holidays 2022	Painting completed

<b>Ensure there is a fire escape strategy for visitors who may require assistance?</b>	Headteacher & School Business Manager	Identify model fire escape plan and this is adapted to school requirements and shared appropriately with Fire Wardens	none		Personal Emergency Egress Plan in place and this is completed as necessary during staff induction.
<b>Ensure fire doors can be held open on magnetic devices (corridors) for wheelchair users</b>	Headteacher & School Business Manager	To implement when required as based on identified needs.	Cost of materials and labour	To implement when required as based on identified needs.	
<b>Ensure the doors have a clear opening of 750mm and doors controls, light switch and locks are easily reached and operated</b>	Headteacher & School Business Manager	To implement when required as based on identified needs.	Cost of materials and labour	To implement when required as based on identified needs.	
<b><u>To ensure effective means of escape:</u></b> <b>a.) Ensure the audible fire alarm is supplemented by a flashing light system as appropriate.</b> <b>b.) Ensure Means of Escape strategies are in position to ensure disabled people are evacuated safely</b> <b>c.) Ensure there are Personal Emergency Egress Plans in place members of staff who may require assistance</b> <b>d.) Ensure there is a personal egress plan prepared for any member of staff who may require assistance</b>	Headteacher & School Business Manager	To implement when required as based on identified needs.	Cost of materials and labour	To implement when required as based on identified needs.	

<b>Access into school and reception to be fully compliant</b>	Headteacher & School Business Manager	Access ramp into school is wide enough and appropriately graded. <u>However:</u> 1.) check the door is wide enough (750mm) with adequate space for a user to open the door or if double doors, does one leaf allow 750mm clear opening width? 2.) Ensure the correct door handle easy to use, of the correct type, at the right height, and tonally contrasted from the door	Cost of materials and labour		
---	---	---	------------------------------	--	--

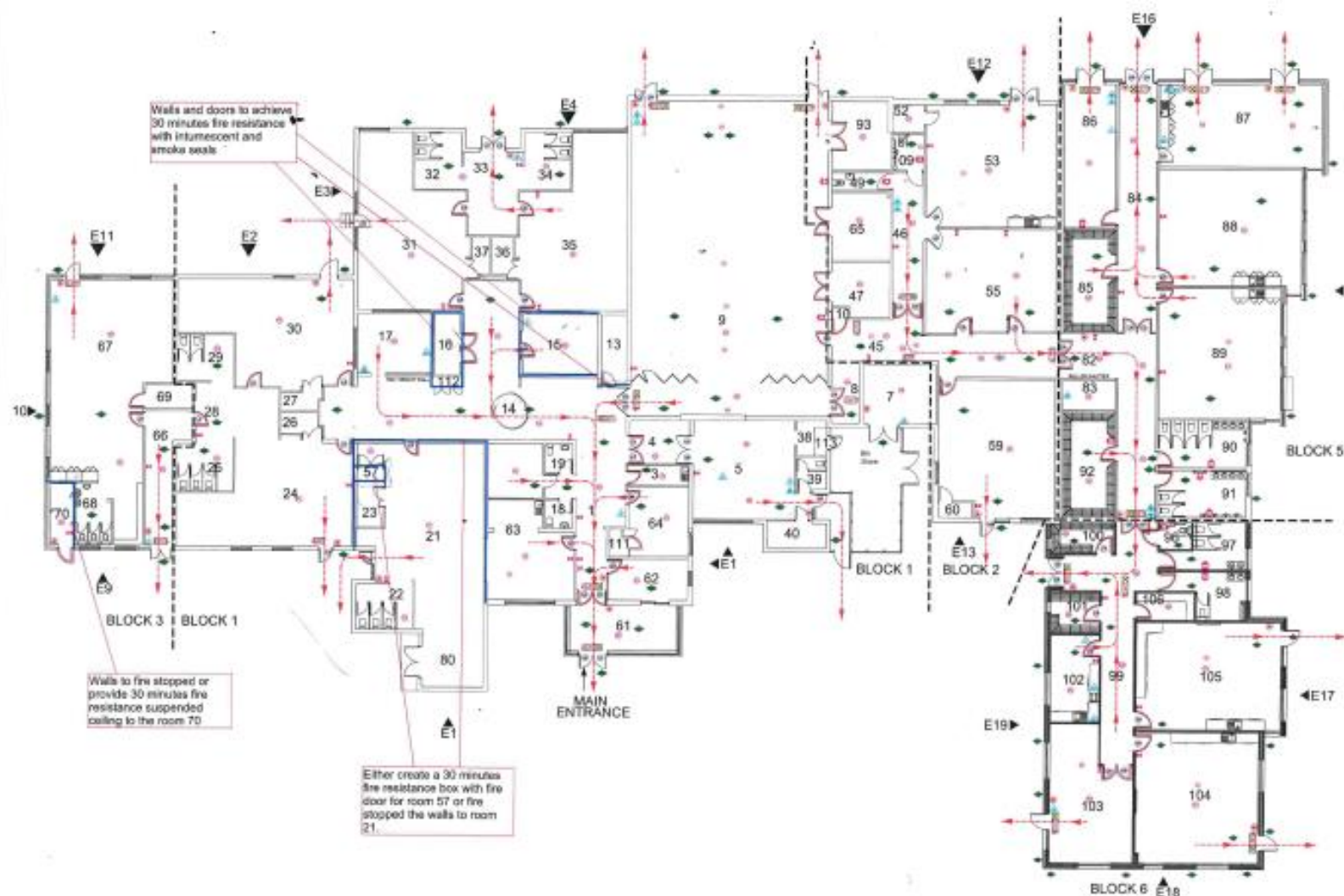
<b>3.) INFORMATION</b>					
<b>Priority</b>	<b>Lead</b>	<b>Action / Strategy</b>	<b>Resources</b>	<b>Timescale</b>	<b>Success Criteria</b>
<b>Availability of written material in alternative formats</b>	Office/ SLT/ SENCO	Improve availability of information for parents – display appropriate leaflets for parents to collect Provided translated documents where appropriate  Hearing loop installed in main office.	Contact details and cost of translation / adaptation	In place & ongoing	Information to disabled pupils/parents as appropriate. Written information available in alternative formats.
<b>Ensure documents are accessible for pupils with visual impairment</b>	Class teachers/ SENCO	Seek and act on advice from sensory support advisor on individual pupil requirements Use of magnifier where appropriate Ensure large, clear font used in documentation	Loan/purchase costs of magnifier or other specialist equipment.	In place & ongoing	Pupils able to access
<b>Next Steps</b>					
<b>Ensure front line staff (reception) have access awareness/ equality training?</b>	Headteacher & School Business Manager	Identify and provide training for relevant staff.	tbc	To implement when required as based on identified needs.	

Dimensions from this drawing are figured dimensions only.  
 with Project Manager of all dependencies.  
 This drawing is to be read in conjunction with all other related documents  
 and drawings.  
 This drawing is subject to confirmation by the owner.

ALL CONSTRUCTION MUST BE EXACTLY AS ILLUSTRATED BY THE  
 DRAWINGS. ANY DEVIATIONS FROM THE REQUIREMENTS OF THESE  
 DRAWINGS WILL BE RESPONSIBLE FOR ALL POSSIBLE SAFETY HAZARDS,  
 CONSEQUENCES AND POSSIBLE DISASTROUS ACTION.

# LEGEND

- Fire escape route
- Fire door - single
- Fire door - double
- Water seal on door
- Life of compartment
- Emergency exit
- Emergency fire exit
- Emergency lighting
- Manual call point
- Optical beam detector
- Fire panel
- Smoke light (emergency)
- Fire alarm sounder
- Flashing beacons
- Sounder with beacon
- Smoke detector
- Smoke detector with sounder base
- Smoke detector with sounder and beacon
- Smoke detector in void
- Smoke detector with beacon only
- Smart 2 detector
- Smart 2 detector with sounder base
- Smart 2 detector with sounder and beacon
- Heat detector
- Heat detector with sounder base
- Heat detector with sounder and beacon
- Heat detector in void
- FIRE FIGHTING EQUIPMENT
- Refuge point / Escape Chair
- Fire Hydrant
- Water fire extinguisher
- Carbon dioxide fire extinguisher (CO2)
- Foam fire extinguisher
- Dry powder extinguisher
- Fire extinguisher - wet chemical
- Regulator fire fighting team extinguisher
- Fire blanket in kitchen
- Spill bucket



City of Sheffield Metropolitan District Council			
Department of Corporate Resources Building & Technical Services			
PROJECT WINDLESHILL PRIMARY SCHOOL			
DRAWING FIRE ALARM AND DETECTION			
DATE	11/12/16	BY	11/12/16
CHECKED	11/12/16	BY	11/12/16
DATE	11/12/16	BY	11/12/16