



# Accessibility Policy

Originator: Debbie Drane  
September 2020

## **ACCESSIBILITY POLICY**

### **September 2020 - 2023**

#### **Statement of Intent**

**The Governing Body of Marshfields School is committed to creating a learning and working environment that is free from discrimination of all kinds. This policy represents the response of the Governing Body to its duties to promote equality.**

The Accessibility Plan is drawn up in compliance with current legislation and requirements specified in Schedule 10 of the Equality Act 2010, relating to disability, and the Department for Education (DfE) guidance for schools on the Equality Act 2010.

According to the Equality Act 2010 a person has a disability if:

- a) He or she has a physical or mental impairment, and
- b) The impairment has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities.

The key objective of the Accessibility Plan is to reduce and eliminates barriers to the curriculum and to ensure participation in the school community for students, and prospective students, with a disability. There are three main focus areas:

- 1) Access to the school curriculum and extra-curricular activities.
- 2) Access to and around the physical environment.
- 3) Delivery and accessibility of written information to students and parents.

The Accessibility Plan should be read in conjunction with the following policies and documents:

- Behaviour Policy
- SEND Local Offer/ Information report
- Literacy and Numeracy Policies.
- Curriculum Policy
- Public Sector Equality Duty
- Health and Safety Policy
- Supporting Students with Medical Conditions Policy
- Safeguarding Policy
- Risk Assessment Plans

#### **1. GOOD PRACTICE: ENSURING ACCESS TO THE SCHOOL CURRICULUM AND EXTRA CURRICULAR ACTIVITIES.**

- Experienced staff differentiate lesson material and adapt and modify lesson activities to ensure all students can access the curriculum.
- Teachers and Teaching Assistants complete regular training in key areas to support them with lesson planning in order to meet student needs.
- A personalised intervention programme targets student's individual needs identified within the EHC Plan and through assessment.
- Where relevant, classwork is re- produced in correct font size for VI students
- HI students have opportunity to work with a signing TA when required.

## ACCESSIBILITY POLICY

### September 2020 - 2023

- School has regular support from Local Authority Services, HI, VI, SALT and Physiotherapy to advise and guide upon effective strategies and intervention.
- Students have the opportunity to use specialist equipment and specific software to ensure access to curriculum.
- Touch screen computers within the ICT suite enable greater accessibility and moveable height adjustable tables can be used in Technology and ICT suites (and moved to areas as need arises).
- Students have access to additional adult support to further reinforce lesson material.
- All students have opportunity to participate in extra-curricular trips, clubs and sporting activities including swimming.
- Clear and concise information regarding student's needs are circulated to all teaching staff to inform teacher planning.
- Classrooms are appropriate safe places for learning to take place despite various disabilities. Strategies are in place for dealing with unacceptable behaviour.
- Marshfields School supports any available partnerships to develop and implement the plan. The school is part of the Local Authority Hub Network and the SENCo Network Steering Group and Network. We are also part of a triad with two other Special Schools in the local area.

#### **2. GOOD PRACTICE: IMPROVE AND MAINTAIN ACCESS TO THE PHYSICAL ENVIRONMENT OF THE SCHOOL.**

- Marshfields School is single storey so easily accessible for all students.
- Ramps have been built to increase access to areas of school such as the quiet quad and the bungalow.
- Raised areas are painted in yellow paint to increase safety of VI students.
- A safety handrail outside the library support students with the change in gradient and a contrasting stripe on the floor to reinforce this.
- School entrance has blister paving for ease of recognition of the footpath.
- Effective lighting in identified areas and blinds are fitted to reduce glare.

#### **3. GOOD PRACTICE: IMPROVE THE DELIVERY AND ACCESSIBILITY OF WRITTEN INFORMATION TO STUDENTS, PARENTS AND VISITORS.**

- Key messages around school are published on the school website but also on screens in the front entrance.
- Letters are sent home in specific font size and first language for identified families.
- An effective home to school relationship is established through the family support worker, reinforcing communication and building good relationships.
- Personalised tours around school with a member of SLT, reinforcing written information, for new or prospective parents.

# ACCESSIBILITY POLICY

## September 2020 - 2023

Curriculum and Achievement				
Aim	Objectives	Actions to be taken	Person responsible	Date to complete actions by
Increase access to the curriculum for students with a disability.	More organised sporting activities for wheelchair users. Termly Boccia competition/ table cricket.	Students to be actively involved in a structured competition at least x1 a term. Liaison with local schools and ensure all competitions are entered. Students to be encouraged to sign up to after school clubs, as appropriate.	PE Team	January 2021
	Increased access to after school clubs and activities.			
	Clear and effective tracking of the impact of identified interventions within strategy time in order to ensure progress and inform planning. Documents made available on new SIMS reporting system	Clear assessment methods before and following 6-week intervention for each strategy.	DDR	Ongoing
		Accurate assessment methods for strategies targeting SEMH.	DDR	January 2021
		Firm methods of tracking, ascertaining impact upon curriculum areas and overall progress.	DDR	January 2021
	Update and establish new format of student information in line with the new SEND Code of Practice, translating information from EHC documents into teacher friendly templates that are effectively used by staff to inform their planning.	Method of monitoring and tracking progress against targets identified in EHC Plan using new SIMS system	DDR	Ongoing
		One Page Profiles kept up to date and regularly shared with staff	DDR/Tutor team	Ongoing
To develop the teaching of reading within school and establish the teaching of phonics and embed across the whole school.	Phonics training (including induction for new staff) Phonics drop-in sessions to support teacher delivery.	English Dept/DDR/ASY	Ongoing	

## ACCESSIBILITY POLICY

### September 2020 - 2023

	To offer regular 'reading with your child'/Love of Reading sessions.	Devise and establish effective methods to monitor the progress in reading through a variety of methods.		
	Ensure students with specific disabilities can access Forest School and new sports curriculum	Forest School/Sport Leads to share new curriculum with SLT for approval	PE Team/LMA	January 2021
	Regular review of specialist equipment to ensure accessibility is maintained	Review placement of height adjustable tables, specialist seating, hoists etc to ensure students have appropriate access, as needed	DDR	Ongoing
<b>Improving Physical Access</b>				
<b>Aim</b>	<b>Objectives</b>	<b>Actions to be taken</b>	<b>Person responsible</b>	<b>Date to complete actions by</b>
Improve opportunities for and responses to Student Voice		Recruit existing and new students to the group Organise termly meet Circulate minutes Raise issues with SLT/Governors as appropriate Update Accessibility Plan as necessary	DDR	October 2020 & ongoing
Improve and maintain access to the physical environment	To address issues relating to students' physical environment during Disability Awareness group meetings once termly  To promote student independence as part of Preparation for Adulthood	Raised areas and stairs need repainting to include: <ul style="list-style-type: none"> <li>- Outside mobile</li> <li>- Outside bungalow</li> <li>- Two slopes in playground.</li> <li>- Designated areas in Quiet Quad (wall)</li> </ul> Refurbish and maintain outside areas Repair wooden steps to mobile Corridor access to be regularly reviewed and monitored to ensure good access is maintained for all students. Maintenance of ramps to be reviewed and monitored to ensure good access is maintained for all students.	School Business Manager  School Business Manager	October 2020  September 2020 & ongoing

## ACCESSIBILITY POLICY

### September 2020 - 2023

		<p>The floor outside the bungalow is raised, uneven and moves when underfoot. Floor to be secured.</p> <p>Alarm outside disabled toilet – reset switch needs replacing.</p> <p>Café – wheelchair access – space between tables to be maintained (excessive tables have been removed).</p>	School Business Manager	<p>November 2020</p> <p>September 2020</p> <p>Ongoing monitoring</p>
Ensure all fire exits and fire alarm procedures are known by staff and students	Regular updates on training schedule programme. Inform new staff of existing procedures. Make sure all students know what to do. Reporting system established	<p>New staff induction programme</p> <p>Half termly fire drills</p> <p>Install disability friendly alarm system (including flashing alarm system)</p>	School Business Manager	<p>Ongoing</p> <p>COMPLETE</p>
<p>Make sure all disabled toilets are clean and hygienic</p> <p>Cleaning of equipment e.g. PC beds</p> <p>Use and maintenance of disability aids</p>	<p>Regular checks and walk of the school site.</p> <p>Completion of tick sheet when areas are checked.</p> <p>Equipment Audit and creation of Audit Log, to include service dates and updates</p>	<p>Regular cleaning and sanitising of all toilets (including PC Suites)</p> <p>Regular collection/disposal of sanitary bins</p> <p>Organise regular servicing of range of disability aids (standing frames, individual student chairs/wheelchairs/mobile hoist and ceiling hoists)</p> <p>Training for staff and students in the use of specialist equipment</p> <p>Classrooms to be kept tidy and uncluttered, in line with Health &amp; Safety</p> <p>Classroom displays to be kept simple and uncluttered to support students with sensory processing difficulties/Dyslexia.</p>	<p>School Business Manager</p> <p>School Business Manager/Phys Dis Lead</p> <p>All Staff</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

## ACCESSIBILITY POLICY

### September 2020 - 2023

Regular review of entrances and emergency exits	<p>Exits need to be kept clear and enough room should be allowed for wheelchair access. Regular monitoring of accessibility of exits around school.</p> <p>Reception – seating area takes up too much space – makes access difficult for people with disabilities</p>	<p>Keep all emergency exits clear and free of obstructions</p> <p>All staff to report any issues or concerns immediately</p> <p>Review current seating Price drop down seating</p>	School Business Manager	<p>Ongoing</p> <p>September 2020</p>
Provision of parking for disabled staff/parents/visitors	There are currently no disabled parking bays for staff/parents or visitors	Research into disabled Parking bays within the car park/outside school.	School Business Manager	March 2021

# ACCESSIBILITY POLICY

## September 2020 - 2023

Improving Accessibility of Communicated Information				
Aim	Objectives	Actions to be taken	Person responsible	Date to complete actions by
Improve the delivery of written information to families and students.	Written correspondence to be consistently sent home in first language and in the correct font size (if applicable).	Information regarding student and family needs to be kept up to date / entered on SIMS. Effective ways to translate large volumes of written information to be researched.	School Business Manager Admin Team	Ongoing
	Newsletters produced in different languages and specific font size.	Regular checks each term. Ensure correct font and sizes used.		
	Appropriate accessible signage to be produced/ displayed	Signage at the appropriate height for VI and wheelchair users including toilets in English and maths areas and 'keep left' signs. Key displays within classrooms to be enlarged and at the right font size for identified students.	School Business Manager/DDR	November 2020
		To ensure that displays such as key word list are produced in appropriate font for identified students. These can be placed within a folder if better suited.	Teachers/Form Tutors	Ongoing
		Safeguarding/Mental Health and Fire Evacuation Procedures – enlarged posters to be produced/displayed around school.	School Business Manager	September 2020
	Access to school/local support services on school website and communication systems	Video to support Marshfield's Local Offer/ Information Report to be uploaded onto website/communication boards within school.	DDR/GAT	November 2020



# ACCESSIBILITY POLICY

## September 2020 - 2023

New Build and Refurbishment Addendum (September 2020 to April 2021)		
Objective	Action to be taken	Person(s) responsible
Movement inside school whilst refurbishment is in progress	Students and staff must adhere to health and safety guidelines at all times. No students to access areas being refurbished at any time No staff to access areas being refurbished unless authorisation/accompanied by SLT. These areas are under the strict control of RG Carter and do not belong to the school whilst refurb is in progress. The 2 science rooms, changing rooms, toilets and room 9 will be out of action until the refurb is complete. Classes will be reroomed and toilets allocated to specific pods and staff. The corridor to science is out of bounds from old reception to the DT corridor. Rm 11 will continue to be used but this will be accessed via the Hall and Quiet Quad.	All students and staff (monitored by Middle Leaders and SLT)
Movement around the new build site	Tours will be given on staff training days, and during student induction days. Health and safety procedures should be followed at all times. <b>NO STAFF OR STUDENTS TO ACCESS THE NEW BUILD SITE AT ANY TIME</b> (unless SLT and given authorisation by the New Build Team).	All students and staff (monitored by Middle Leaders and SLT)
Breaks and lunchtimes	Staggered breaks and lunchtimes to keep numbers to manageable levels.	All students and staff (monitored by SLT)
Fire Assembly Points	6 fire pods. Full brief including a tour to be given on the training day. Y5 - 7: by bungalow Y8 – outside English Y9 – top of ramp to spider web Y10 – outside art Y11 – normal place, blue shelter P16 – climbing frame Fire drill to take place WB 14 Sept.	All students and staff (monitored by SLT)
Parking	Staff unable to car share due to COVID 19 restrictions. Staff who come in early or stay late will park in the main car park (26 spaces available). Double parking wherever possible. Staff who arrive for a start and finish nearer the school day times will park on the centre island in 4 rows. SLT to demonstrate this on training days. Removeable drop curbs in place for this. SLT to park on the grass by the school sign. 4 staff cars can park in the layby at front of school, once buses depart.	All staff and authorised visitors (monitored by SLT)

<b>Signature of Headteacher:</b>		Date:
<b>Signature of Chair of Board of Governors:</b>		Date:
<b>Next Review</b>	By Assistant Headteacher	Date: July 2023
NB: This audit and action plan was completed by Assistant Headteacher, School Business Manager and Marshfields School Head Boy, who is also a wheelchair user. The audit was completed in February 2020 (prior to COVID 19 closure). This document will be reviewed every 3 years but may be revised and updated more frequently if and when necessary.		

# ACCESSIBILITY POLICY

## September 2020 - 2023

Accessibility Audit				
Feature	Description	Actions to be taken	Person responsible	Date to complete actions by