

The Headteacher and Premises Officer carried out an Access Audit on 1<sup>st</sup> February 2017. A number of recommendations were made as follows:

NB: If a pupil with a disability is given a place at St James' CE Primary School, any adaptation will be made to accommodate pupil need.

### Action Plan A – Improving Physical Access

Access Report Ref.	Item	Activity	Timescale	Cost
1.	Accessing upstairs at Alexis Street site.	Investigate feasibility of a lift.	Approx. September 2018. Updated 2025	To be researched. Quotes to be obtained. No change

### Action Plan B – Improving Curriculum Access

Access Report Ref.	Target	Strategy	Outcome	Achievement	Timeframe	Responsibility	
						PFT	School
1.	Audit of pupil needs and staff training to meet those needs	Review the specific needs for pupils living with a disability, in terms of basic daily living skills, relationships and access to the curriculum.	Teachers are aware of the relevant issues and can ensure that this group has equality of access to life-preparation learning. The use of other professional partners has been made available.	School activities are accessible to all disabled pupils.	Ongoing		All staff/inclusion team.
2.	Train staff and pupils in the use of Makaton signing	. Annual Staff Training. . Signs of the week introduced to all staff in staff meetings and introduced to pupils in weekly assemblies. . Signs of the week displayed around the school.	Pupil and staff are able to communicate using Makaton competently.	Pupils and staff are able to communicate using Makaton competently.	Ongoing		Inclusion team with support from freelance S&LT.
3.	Classrooms are organised to promote the participation and independence of all pupils	Review and implement a preferred layout of furniture and equipment to support the learning process in individual class bases.	Lessons start on time without the need to make adjustments to accommodate the needs of individual pupils.	Increase in access to the curriculum	Start of each year.	Support with purchase of certain resources	Teaching staff with support from Inclusion Team.
4.	Training for Awareness Raising of Disability Issues	Provide training for governors, staff, pupils and parents. Discuss perception of issues with staff to determine the current status of school.	Whole school community aware of issues relating to Access.	Community will benefit by a more inclusive school and social environment.	Ongoing		SLT & inclusion team.
5.	Use of aids and resources to support pupils in accessing the curriculum.	Invest in resources such as visual timetables, books with different colour pages, etc.	Pupils able to access the curriculum and make progress in their learning.	Pupil progress discussions involving progress of pupils who require	Start of each year & then ongoing.		Teaching staff with support from inclusion team.

				aids/specialist resources.			
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**Action Plan C– Improving the Delivery of Written Information**

Ref.	Target	Strategy	Outcome	Achievement	Timeframe	Responsibility	
						PFT	School
1.	Availability of written material in alternative forms when specifically requested.	The school will make itself aware of the services available for converting written information into alternative formats.	The school will be able to provide written information in different formats when requested for individual purposes.	Delivery of information to disabled pupils improved.	Ongoing		Office/SLT/ Inclusion team.
2.	Make available school brochures, school newsletters and other information for parents in alternative formats when specifically requested	Review all current school publications and promote the availability in different formats when specifically requested.	All school information available for all who request it.	Delivery of school information to parents and the local community improved.	Ongoing		Office/SLT/ Inclusion team.
3.	Review documentation with a view of ensuring accessibility for pupils with visual impairment.	Get advice on alternative formats and use of IT software to produce customized materials.	All relevant school information available for all who request it.	Delivery of school information to pupils & parents with visual difficulties improved.	When necessary	Support with purchase of certain resources.	Office/SLT/ Inclusion team.