

TRINITY SCHOOL ACCESSIBILITY PLAN

Date adopted: ~~~~~

Monitored by: ~~~~~ SENCO/Business Manager Dates of monitoring discussions with Exec Headteacher: ~~~~~

Plan checked by: ~~~~~ Exec Headteacher Dates of review with Finance and Resources Committee: ~~~~~

SECTION A: OVERVIEW ACTIONS	ACTIONS	TIMESCALE	MONITORING & EVALUATION	SUCCESS CRITERIA	MONITORING COMMENTS, DATES & INITIALS
A1	Improve the quality of teaching and learning for disabled students. Timetabling before the start of the academic year to take account the need for wheelchair users to have accessible classrooms with appropriate desks.	Annually	Inclusion Deputy(SENCO) And Curriculum Deputy	Wheelchair users to be timetabled in accessible classrooms for all lessons to ensure access to the full curriculum.	
A2	Ensure examination concessions and special requirements are in place for all disabled students	Prior to examination periods	Exam Officer SENCO	All disabled students complete the examination process whatever their special requirements e.g. reader or scribe	
A3	Ensure that all disabled students have access to all educational visits and trips organised by all curriculum areas, unless determined and supported by previous concerns	Every organised visit or trip	All staff leading trips Relevant risk assessment Asst Head Character /SENCO	Trips all accessible to disabled students where reasonably possible.	
A4	Audit students' disabilities who will be transferring to the School.	Annually	SENCO liaises with Primary schools	Disabled students identified prior to starting at the School and their needs planned for.	
A5	Monitor and review needs of disabled staff	Termly	Office Manager/ Business Manager	Review needs with disabled staff Disabled staff needs met.	
A6	Ensure future Development Plans to include improvements to the buildings to enable independent access to all areas of the School by disabled students as is reasonably practical	As needed	SENCO Business Manager in conjunction with KIER	All areas of the School accessible by wheelchair users as is reasonably practical	

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A7	Premises Maintenance Plan to include ensure lighting and signage assists visually impaired students.	As needed	SENCO Business Manager in conjunction with KIER	All areas of the School to have appropriate lighting and signage.	
A8	Regular maintenance checks of internal and external stairs, walkways and paths. In particular maintenance of lighting.	Monthly	Business Manager in conjunction with KIER	Maintenance timetable adhered to and work completed.	
A9	Ensure all disabled pupils can be safely evacuated. Put in place Personal Emergency Evacuation Plan (PEEP) for all pupils with difficulties. Provide information for staff required to evacuate students from upstairs.	Annually	SENCO and Deputy SENCO	All disabled pupils and staff are evacuated safely in the event of a fire.	
A10	Supply disabled students and parents' information in the form required by them. e.g. Large print, coloured paper, translated copies for EAL etc.	As required	SENCO / SEN Pastoral staff	Information is accessible to all.	
SECTION B: IMMEDIATE ISSUES/CURRENT WORKS	ACTIONS	TIMESCALE	MONITORING & EVALUATION	SUCCESS CRITERIA	MONITORING COMMENTS, DATES & INITIALS
B1	Review Evac procedures after each fire drill	As needed	Deputy Senco	Actionable plan in place and updated	
SECTION C: SPECIFIC SCHOOL BUILDINGS/BLOCKS	ACTIONS	TIMESCALE	MONITORING & EVALUATION	SUCCESS CRITERIA	MONITORING COMMENTS, DATES & INITIALS
C1	Currently none but to be monitored	As needed	Business Manager		
C2					
C3					

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C4					
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