

*"We want everyone at Hillingdon Primary School to be happy, caring and independent.
Our school is a place where we learn together, doing our best to achieve success."*

Accessibility Plan February 2018

Introduction

We are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and cultural needs. We are committed to challenging negative attitudes about disability and accessibility and to further developing a culture of awareness, tolerance and inclusion.

Aims

Hillingdon Primary School plans, over time, to increase the accessibility of provision for all pupils, staff and visitors to the school. Where required, the Accessibility Plan will contain relevant actions to:

- Improve access to the **physical environment** of the school, adding specialist facilities as necessary and as reasonably required. This covers improvements to the physical environment of the school and physical aids to access education.
- Increase access to the **curriculum** for pupils with a disability, expanding the curriculum as necessary to ensure that pupils with a disability are equally as prepared for life as the able-bodied pupils; (If a school fails to do this they are in breach of the DDA). This covers teaching and learning and the wider curriculum of the school such as participation in after-school clubs, leisure and cultural activities or school visits. It also covers the provision of specialist **aids and equipment**, which may assist these pupils in accessing the curriculum.
- Improve the delivery of **information** to pupils, staff, parents and visitors with disabilities. Examples might include handouts, timetables, textbooks and information about the school and school events. The information should be made available in various preferred formats within a reasonable time frame.

Action Plans

In the summer of 2014 a new school building was opened and a number of improvements were made to existing premises to accommodate the school's expansion to three form entry. An accessibility plan was drawn up in October 2012 that informed these changes and as a result physical accessibility was improved significantly (please see Annex 1 showing the areas of the plan that were implemented.)

Since September 2014, the school has continued to conduct accessibility assessments when a new pupil or member of staff with disabilities joins the school. These assessments are carried out in consultation with the individual concerned, parents (in the case of pupils), staff members and governors. The assessments are used to enhance access to the **curriculum** and / or the **delivery of information** to those concerned and form part of routine procedure (please see the monitoring and evaluation list provided on page 2 for further details.)

A new 3 year plan September 2017- 2020 has been developed, in consultation with the school community (pupils, parents, staff and subject leaders.) The actions can be seen at Annex 2: this will be updated as the plan develops and grows.

Other Relevant Policies and Documents

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

- Curriculum Policy
- Equalities Statement
- Health & Safety Policy
- SEND Information Report
- Behaviour Policy
- School Improvement Plan
- Asset Management Planning Document

The School's complaints procedure covers the Accessibility Plan.

Monitoring and Evaluation

Staff: The SENCO, supported by subject leaders and operational staff, is responsible for monitoring and evaluating the school's accessibility and developing the plan to improve accessibility for all in the school. The following items are continually monitored and reviewed to adapt and accommodate the needs of all children in the cohort.

Item	Activity
Access to the Curriculum	
Curriculum Planning	a. Specialist teachers to conduct a regular audit of their respective areas: <ul style="list-style-type: none"> • ICT (include software and suitability of table height and chairs) • PE (including para-sports) • DT • Music Appropriate equipment to be sourced and costed for purchase. b. General curriculum audit to take place when planning units of work, for example; looking at books / texts and accessibility for those with sight / hearing impairments. c. Replenish dyslexia and dyscalculia screening and software for assessment and learning d. Annual inventory check of specialist SEND equipment; ie wobble cushions, OT resources, scissors. e. Class teachers to continually evaluate whether planned activities are accessible for all pupils, e.g. sports events, school visits, walks to local amenities.
Lunchtime Accessibility	a. Pastoral care manager to audit play activities and equipment. b. Monitoring direct and discrete supervision for children with additional needs.
Individual Pupil Support Plans and Risk Assessments	a. Ongoing support plans for individuals to identify needs b. Individual risk assessments for activities and trips c. Provision map carried out by Inclusion Manager
Access to the Learning Environment	
Physical accessibility	SENCO to liaise with parents, pupils and O/T to organise a school walk-around to inform a plan for physical accessibility (to include a review of potential trip hazards and any required markings).
Décor	Consider needs of disabled pupils and visitors when deciding classroom colours and school signage
Personal Emergency Evacuation Plans (PEEP)	PEEP will be considered on individual basis and relevant staff informed of duties.

Local Governing Body: The progress of the accessibility plan will be monitored on an annual basis by a link governor, who will be responsible for reporting his / her findings to the relevant committee of the Local Governing Body.

Annex 1 - Improving the Physical Access at Hillingdon Primary School Oct 2012 – Sept 2017

Item	Activity	Timescale	Cost £
Accessible car parking	Bays to be sized and marked in accordance with universal standards	Completion of expansion building work / Sept 2014	Part of planned building work for school expansion
Dropped kerbs either side of main vehicle entrance with appropriate textured paving	Pedestrian access Comment: As this area is a public highway these changes did not fall within the school's jurisdiction.		
Adequate lighting along pathways	Pedestrian access		
Main entrance automatic door	Automatic button can be reached by a wheelchair user. Appropriate timer on door.		
Provision of an induction loop for visitors with a hearing disability	Reception area – Consult with Mace		
Doors	Prescribed width to accommodate wheelchair users & those with restricted mobility. Clear glass doors to have contrasting colour strip.		
Staircases Edges of steps highlighted, handrail not extended in old building.	Edges of steps / staircases highlighted. Appropriate handrails before the first step, finishing after the last		
Doors at top of stairs to prevent wheelchair users accessing staircase.	Consult with Mace		
Accessible toilet with adapted wash basins to be at wheelchair height with space under for wheelchair to allow user to get close to wash basin.	To provide one unisex accessible toilet		
Provision of a lift to access the upper floor of new building	Consult with Mace Comment: A lift was also installed in the existing school building.		
Light switches, power outlets and emergency alarm buttons New building	To be installed at wheelchair height		
Décor	Consider needs of disabled pupils and visitors when deciding classroom colours and school signage	Ongoing	

Key: Green = complete. Red = not implemented (see comments)

Annex 2 – Action Plan September 2017-2020 (Working Document)

In addition to the ongoing items listed on page 2, the following action will be undertaken to enhance accessibility at Hillingdon Primary School.

Item	Activity	Timescale	Cost
Access to the Curriculum			
Inter-school competition	PE Co-ordinator to begin forging links with local special schools to create opportunities for access to para-sport competitions.	Autumn Term	N/A
Access to the Learning Environment			
Evacuation chairs and training	Purchase additional evacuation chair and training for staff on use Refresher training every 3 years	Dec 17	£1100
Provision of an induction loop for visitors with a hearing disability at reception	Reception area – ensure fitted and relevant signage visible	April 18	n/a as already on site
Signage	Signage for staff car park and Nicholls Avenue to aid clear entry to school	Dec 17	£1000
Disabled Toilet Step-up required to allow user ease of use	Purchase of step-ups where required	April 18	£100
Easy turn taps installed in toilets for ease of use	To be installed in disabled toilets where applicable	Summer 2018	£500
Enhance wheelchair access to welfare room	Level entrance to original school building (East entrance) to provide improved and independent access to the welfare room.	Easter 2018	£1500

Key: Green = complete. Red = not implemented (see comments)