



The Swallowtail Federation of Church Schools – Access plan 2015-16

Priority	Target	Actions/Success Criteria	Monitoring/Timescale /Person Responsible	Resources	Progress Against Target
Curriculum Academic yr 15-16	Undertake an audit of staff training requirements	All teachers are able to more fully meet the requirements of children's needs with regards to accessing the curriculum	JN – annually at PM – needs identifies and met as required	£200	Oct 2015 – STEPs training completed
	Training for teachers on differentiating the curriculum	Review the specific needs for pupils living with a disability, in terms of basic daily living skills, relationships and future aspirations. 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.	Reviewed annually	Dependent on needs	Sept 15 – transition in place for child with sensory issues – needs analysed.
	Review all out-of-school provision to ensure compliance with legislation	All out-of-school activities are planned to ensure the participation of the whole range of pupils All out-of-school activities will be conducted in an inclusive environment with providers that comply with all current and future legislative requirements	Reviewed annually	Dependent on need	
	Classrooms are optimally organised to promote the participation and independence of all pupils		Reviewed annually	Needs based	



The Swallowtail Federation of Church Schools – Access plan 2015-16

Priority	Target	Actions/Success Criteria	Monitoring/Timescale /Person Responsible	Resources	Progress Against Target
	<p>Training for Awareness – e.g. Foetal alcohol syndrome, ADHD, ASD spectrum, dyscalculia</p> <p>Ensure all children on SN register have a provision map in place</p> <p>Review deployment of TAs</p>	<p>Review and implement a preferred layout of furniture and equipment to support the learning process in individual class bases</p> <p>Lessons start on time without the need to make adjustments to accommodate the needs of individual pupils</p> <p>Discuss perception of issues with staff to determine the current status of school</p> <p>Provide opportunity for training for governors, staff, pupils and parents/carers (as appropriate)</p> <p>Whole school community aware of issues relating to access</p> <p>Provision map for all children which is up to date and forms a key part of the planning process for pupils</p> <p>Adult support is available during key times when children may need support, including extra-curricular activities</p>	<p>JN – annually</p> <p>Termly – SENCo</p> <p>Reviewed termly</p>		<p>Provision map updated termly</p> <p>Sept 15 – Cluster application additional TA support for child with sensory issues</p>



The Swallowtail Federation of Church Schools – Access plan 2015-16

Priority	Target	Actions/Success Criteria	Monitoring/Timescale /Person Responsible	Resources	Progress Against Target
Delivery of information	Review all current school publications and promote the availability in different formats for those that require it	The school will be able to provide written information in different formats when required for individual purposes	Office staff/JN – ongoing		Newsletter now published on website, parents can receive information via email if required, hard copies, phone calls
	Survey parents/carers as to the quality of communication to seek their opinions on how to improve	Send out survey to parents regarding quality of communication Follow up suggestions and keep parents/carers informed	JN – April 2016		
	The school moves towards an electronic method of reporting to parents	Electronic reporting methods are explored	Office staff/JN – ongoing		
	Review documentation with a view of ensuring accessibility for pupils with visual impairment	Get advice from on alternative formats and use of IT software to produce customised materials.	Ongoing – reviewed annually according to need		
	Physical access	In all three settings review pedestrian access in the car park, signage in car park	Dependent on findings – ensure safe walkways for pedestrian access, warning signs for vehicles and pedestrians and directional signs	H&S govs – Apr 16	
Assess the physical needs of all Pupils		Ensure individual needs are considered and addition needs provided for physical disability, hearing impairment and visual impairment Consider improvements to the physical environment as necessary	JN/JW – Sept 15 and ongoing		
			JN – ongoing		



The Swallowtail Federation of Church Schools – Access plan 2015-16

Priority	Target	Actions/Success Criteria	Monitoring/Timescale /Person Responsible	Resources	Progress Against Target
	Provide individual evacuation plans for all pupils with physical disabilities	Write plans Ensure all staff are informed			