

Holy Name Catholic Primary School

Accessibility Plan

September 2016 / September 2019

Section 1: *Building and Facilities*

Section 2: *Curriculum*

Section 3: *Access to Information*

Accessibility : Building and Facilities

				Building and Facilities p 1			
Ref	Area	Action to be taken	Timescale	Priority	Resource Implications	Lead person	Monitoring and Evaluation
HN 001 1.	Approach to school	Contact Highway's (City Engineers) to provide improved paving around school.	Sept 2017	D	Council	Head Teacher/ E C Harris	Barriers erected by LCC. Children's campaign re parking
HN 007 2.	Approach to school	Contact Highway's (City Engineers) to provide 'Drop off' bay outside school.	Sept 2017	D	Council	Head Teacher/ E C Harris	
HN 000 3.	Nursery entrance and exit.	Provide ramps and alternative steps to the entrance and exit.	Sept 2018	C	£2,000	E C Harris	
HN 000 4.	Tactile warning/approach way finding provision.	Contact City Engineers to provide warnings and way finding provision.	Sept 2018	D	Council	Head Teacher/ E C Harris	
HN 004 5.	Identification & Identification signage	Contact City Engineers to provide identification signage along routes.	Sept 2016	A	£300	Head Teacher/ E C Harris	School has purchased some signage
HN 006 6.	Monitoring of access parking bays (abuse of)	Caretaker monitors use of bay and car park by unauthorised personnel.	ongoing	C	N/A	Head Teacher	Ongoing

Accessibility : Building and Facilities

				Building and Facilities p 2			
Ref	Area	Action to be taken	Timescale	Priority	Resource Implications	Lead person	Monitoring and Evaluation
HN 008 7.	Ramp dimensions	Quiet Room ramp to meet minimum requirement of 1000 mm (940 mm).	Sept 2018	B	£500	Head Teacher/ E C Harris	
HN 009 8.	Hand railing	Provide ramps and alternative steps to the entrance and exit.	Sept 2018	B	£1,000	Head Teacher/ E C Harris	
HN 010 9.	Lighting/signage/weather protection.	Provide lighting to the ramps.	Sept 2018	B	£1400	Head Teacher/ E C Harris	
HN 011 10.	Provision of alternative steps to ramps.	Provide steps as alternative to ramps.	Sept 2018	B	£1000	Head Teacher/ E C Harris	
HN 012 11.	Main entrance. Rises per flight/risers/grips	Adjust top riser to give 145 mm across free width of flight.	Sept 2018	B	£50	Head Teacher/ E C Harris	
HN 013 12.	Main entrance – nosings	Provide contrasting colour strips to nosings	Sept 2018	B	£30	Head Teacher/ E C Harris	

Accessibility : Building and Facilities

				Building and Facilities p 3			
Ref	Area	Action to be taken	Timescale	Priority	Resource Implications	Lead person	Monitoring and Evaluation
HN 014 13.	Main entrance - Hand railing	Fix handrail at 900 mm to top & extend beyond bottom step, finished with closed ends.	Sept 2018	B	£100	Head Teacher/ E C Harris	
HN 0016 14.	Main entrance – door widths	Provide door with at least one door leaf giving a minimum clear opening of 800 mm	Sept 2010	A	£200	Head Teacher/ E C Harris	Achieved
HN 016 15.	Main entrance – door widths	Vision panels in doors to provide a zone of vision between 500 mm & 1500 mm above floor level.	Sept 2010	A	£100	Head Teacher/ E C Harris	Achieved
HN 018 16.	Nursery threshold	Adapt threshold to provide level access.	Sept 2018	A	£100	Head Teacher/ E C Harris	
HN 019 17.	Vision panels – Nursery	Provide vision panels giving a zone of vision between 500 mm & 1500 mm above floor level.	Sept 2010	B	£200	Head Teacher/ E C Harris	Achieved
HN 024 18.	Corridors – appropriate unobstructed width	Keep function to a minimum to provide the maximum unobstructed width.	As required	D	---	All staff	Achieved
HN 027 19.	Lighting on Corridors	To upgrade lighting levels on corridors	Sept 2009	C	£3000	E C Harris	Achieved Oct 08

Accessibility : Building and Facilities

				Building and Facilities p 4			
Ref	Area	Action to be taken	Timescale	Priority	Resource Implications	Lead person	Monitoring and Evaluation
HN 028 20.	Projections from corridor walls.	Consideration to be given to providing recesses for radiators and fire appliances.	Sept 2018	C	£2000	E C Harris	
HN 029 21.	Cross corridor doors	Provide doors with at least one door leaf giving minimum opening width of 750 mm.	Sept 2010	C	£1500	E C Harris	Achieved
HN 030 22.	Whole building – unobstructed access/ egress	Remove threshold and steps to provide level access/ to doors 2, 8, 9 and step at door 10.	Sept 2018	B	£1000	E C Harris	
HN 031 23.	Whole building – vision panels	Provide doors with vision panels giving zone of vision between 500 mm and 1500 mm above floor level.	Sept 2012	C	£1200	E C Harris	Achieved
HN 032 24.	Whole building – door widths	Provide doors which give a minimum of 750 mm clear giving width on a single leaf	Sept 2012	C	£2000	E C Harris	Achieved
HN 037 25.	Whole building – vision panels on all doors	Provide vision panels giving zone of vision between 500 mm and 1600 mm above floor level on all doors (except Door 22, 25, 44)	Sept 2012	C	£2000	E C Harris	Achieved

Accessibility : Building and Facilities

				Building and Facilities p 5			
Ref	Area	Action to be taken	Timescale	Priority	Resource Implications	Lead person	Monitoring and Evaluation
HN 035 26.	Whole building – opening pressure on doors	Check and provide opening pressure of maximum 20 newtons on door closures	Sept 2017	B	£50 each	E C Harris	
HN 036 27.	Whole building – door widths	Provide a minimum clearing opening width to a single leaf of 750 mm.	Sept 2010	C	£4000	E C Harris	Achieved
HN 039 28.	Lighting in adult toilets	Upgrade lighting levels.	Sept 2009	C	£450	E C Harris	Achieved
HN 045 29..	Accessible toilet facilities	Provide an additional accessible wc nearer to the main entrance.	Sept 2010	C	£1000	E C Harris	Achieved
HN 049 30.	Accessible toilet lighting	Upgrade the lighting level.	Sept 2010	C	£180	E C Harris	Achieved
HN 052 31.	Accessible Toilet – Emergency cord	Provide audible & visual alarm with pull cord located within reach from the wc	Sept 2017	C	£150	E C Harris	

Accessibility : Building and Facilities

				Building and Facilities p 6			
Ref	Area	Action to be taken	Timescale	Priority	Resource Implications	Lead person	Monitoring and Evaluation
HN 053 32.	Access door to copy room	Replace door to comply with specification HN 035.	Sept 2012	B	£100	E C Harris	Achieved
HN 057 33.	Staffroom/kitchen	Upgrade lighting levels.	Sept 2017	C	£450	E C Harris	
HN 0584 34.	Staffroom/kitchen	Provide a raised edge to worktops.	Sept 2017	B	£50	E C Harris/Site Manager	
HN 059 35.	Taps in Nursery kitchen	Provide lever type taps in Nursery kitchen.	Sept 2017	B	£80	E C Harris/Site Manager	
HN 059 36.	Taps in staffroom kitchen	Provide lever type taps in staffroom kitchen.	Sept 2017	B	£80 each	E C Harris/Site Manager	
HN 061 37.	Doors as means of escape	Ensure doors meet minimum clear opening requirements as in HN 032 & HN 035.	Sept 2017	C	3000	E C Harris	

Accessibility : Building and Facilities

				Building and Facilities p 7			
Ref	Area	Action to be taken	Timescale	Priority	Resource Implications	Lead person	Monitoring and Evaluation
HN 062 38.	Means of escape (Corridors)	Furniture in corridors. See HN 024	As required			All staff	Achieved
HN 063 39.	Whole building – Fire/evacuation Alarm system	Provide an emergency lighting system to all escape routes (already in C5 & C6)	Sept 2009	C	£450	E C Harris	Achieved
HN 064 40.	Classroom 1 to 12 Access doors	See HN 043 & HN 036 re vision panels & minimum clear opening.	Sept 2010	C	£1800	E C Harris	Achieved
HN 067 41.	Access doors in Art Room, Literacy Room, Music Room	See schedule HN 036 & HN 034.	Sept 2017	C	£1800	E C Harris	
HN 067 42.	Access doors in ICT suite, Quiet Room, Nursery	See schedule HN 036 & HN 034.	Sept 2016	C	£1800 each	E C Harris	Achieved
HN 068 43.	ICT Suite chairs	Provide some chairs with arm rests in ICT suite.	Sept 2012	B	£500	Head Teacher	Achieved

Accessibility : Access to Information

				Access to Information p 1			
Ref	Area	Action to be taken	Timescale	Priority	Resource Implications	Lead person	Monitoring and Evaluation
1	Access to Information	Staff aware of techniques and practices to assist pupils, parents/carers with disabilities, eg positioning when talking to a hearing impaired learner.	Sept 2012	B	Staff meeting time and availability of portable loop on request.	SENCO	Achieved in part. Loop system available on request.
2	Access to Information	All school documentation follows an agreed style Times New Roman.	Ongoing	A	Ongoing	Head Teacher/SENCO	Achieved
3	Access to Information	To provide training and support for teachers in providing appropriate differentiation..	Ongoing	A	Inset cost Staff meeting time	Head Teacher/SENCO	Achieved
4	Access to Information	To review and revise all school policies and procedures to ensure access to all.	Sept 2006 Annually	A	Directed time	SMT	Achieved
5	Access to Information	To ensure that text is not printed over images.	Ongoing	A	Preparation Directed time	Head Teacher/SENCO	Achieved Ongoing

Accessibility : Access to Information

				Access to Information p 2			
Ref	Area	Action to be taken	Timescale	Priority	Resource Implications	Lead person	Monitoring and Evaluation
6	Access to Information	To ensure that school website is accessible to disabled persons with regard to: <ul style="list-style-type: none"> - type used - colour used - images used - site map included - access without need to use a mouse. 	Upgrade in Feb 2017	A	Directed time	Head Teacher/ SENCO/ ICT Co-ordinator	Achieved
7	Access to Information	To create an Inclusive learning environment.	Ongoing	A	Inset costs Supply cover Staff meeting time	All staff	Achieved
8	Access to Information	School liaises with LA Support Services to provide information in: <ul style="list-style-type: none"> - simple, clear language - symbols - large print - audio tape - Braille - own native language For those pupils, parents/carers who may have difficulty with standard print format.	As required	A	Directed time	Head Teacher/ SENCO	As required

4	Removal of barriers to learning	To update staff training re Dyslexia	Mar 2007	A	Staff meeting time	Head Teacher/ SENCO	Ongoing
5	Removal of barriers to learning	To ensure use of coloured paper for worksheets, newsletters, labels, Homework etc.	Ongoing	A		Head Teacher/ SENCO	Achieved Ongoing
6	Removal of barriers to learning	To ensure labels around school are easily accessible, ie not black on white and print size is appropriate	Ongoing	A		Head Teacher/ SENCO	

Accessibility : Curriculum

				Curriculum : Removal of Barriers to Learning p 2			
Ref	Area	Action to be taken	Timescale	Priority	Resource Implications	Lead person	Monitoring and Evaluation
7	Removal of barriers to learning	To ensure photographic labels are displayed on classroom doors and admin office.	Sept 2016	A	Photographic printing costs and directed time	SENCO	Achieved Ongoing
8	Removal of barriers to learning	To display pictorial representations of items regularly in use to support pupil learning.	Sept 2016	A	Photographic printing costs and directed time	SENCO	Achieved Ongoing
9	Removal of barriers to learning	To review and revise policy for inclusion. To work towards obtaining 'Inclusion Mark'	Sept annually Sept 2016	A	Staff meeting and directed time to compile portfolios of evidence.	Head Teacher/ SENCO	Achieved Ongoing
10	Removal of barriers to learning	To display check off list in all classrooms re assessing concerns re a	Mar 2007	A	Staff meeting Photocopying of	SENCO	Achieved Ongoing

		child with Dyslexia..			check off list.		
11	Removal of barriers to learning	Obtaining 'Lucid Rapid' screening assessment software.	Mar 2007	A	£100	SENCO	Achieved

Accessibility : Curriculum

				Curriculum : Removal of Barriers to Learning p 3			
Ref	Area	Action to be taken	Timescale	Priority	Resource Implications	Lead person	Monitoring and Evaluation
13	Removal of barriers to learning	To provide staff with training to support pupils with hearing impairment.	Sept 2017	B	Inset costs	Head Teacher/SENCO	
14	Removal of barriers to learning	To provide staff with training to support pupils with visual impairment.	Sept 2017	B	Inset costs	Head Teacher/SENCO	
15	Removal of barriers to learning	To provide staff with training to support pupils with ADHD.	Sept 2016	B	Inset costs	SENCO	Achieved Ongoing
16	Removal of barriers to learning	To provide staff with ways to support pupils with physical needs.	Updated Sept 2016	B	Inset costs	SENCO	Achieved Ongoing
17	Removal of barriers to learning	To provide staff with ways to support pupils with medical needs.	Updated Sept 2016	B	Inset costs	SENCO	Achieved Ongoing
18	Removal of barriers to learning	Awareness of provision for wheelchair access.	Updated Sept 2012	B	Inset costs	SENCO	Achieved Ongoing

Accessibility : Curriculum

				Curriculum : Removal of Barriers to Learning p 4			
Ref	Area	Action to be taken	Timescale	Priority	Resource Implications	Lead person	Monitoring and Evaluation
19	Removal of barriers to learning	To update knowledge of staff re Inclusion and disability equality.	Sept 2015	A	Inset costs	Head Teacher/ SENCO	Achieved Ongoing
20	Removal of barriers to learning	To support all pupils with Special Educational Needs.	Ongoing	A	Directed time	Head Teacher/ SENCO	Achieved Ongoing
21	Removal of barriers to learning	To provide specialist equipment.	Ongoing	A As required	Costs of equipment	Head Teacher/ SENCO	Achieved Ongoing
22	Removal of barriers to learning	Review and revision of systems and policies.	Sept Annually	A	Staff meeting time	SENCO	Achieved Ongoing
23	Removal of barriers to learning	To recognise pupil diversity through differentiation, groupings, delivery & techniques used in T & L	Annually	A	Lesson observations	Head Teacher/ DHT/SENCO/Curriculum co-ordinators	Achieved Ongoing
24	Removal of barriers to learning	To use PIVATS to identify targets & measure pupil progress.	Ongoing	A	Staff meeting Assessment time.	SENCO	Achieved Ongoing

