



**Holy Name Catholic Primary School**

*“Shine Like the **STARS!**”*

## **Mission Statement**

Holy Name is a Catholic Community working in partnership with parents/carers to nurture and educate the whole person, in the way of Christ, enabling all to know their worth and reach their potential.

***S**uccess **T**akes **A**pplication, **R**esilience & **S**tickability*



# **Holy Name Catholic Primary School**

## **Accessibility Plan**

**September 2023/ September 2024**

**Section 1:** *Building and Facilities*

**Section 2:** *Curriculum*

**Section 3:** *Access to Information*



Accessibility : Building and Facilities

|     |  |  |           | Page 1   |                       |                    |                            |
|-----|--|--|-----------|----------|-----------------------|--------------------|----------------------------|
| Ref | Area   | Action to be taken   | Timescale | Priority | Resource Implications | Lead person        | Monitoring and Evaluation  |
| 1.  | Path from car park to main entrance              | Surface width to min of 1800 mm  | Sept 2017 | A        | £2000                 | HT / HoS/ Arcadias | Achieved Feb 2020          |
| 2.  | Cracked & uneven pavements on all approach roads | Contact Highway's (City Engineers)                                     | Sept 2017 | A        | Council               | HT/ HoS / Arcadias | Achieved in part July 2020 |
| 3.  | Drop off kerbs required                          | Contact Highway's (City Engineers)                                     | Sept 2017 | A        | Council               | HT/ HOs Arcadias   |                            |
| 4.  | Tactile warning/approach way finding provision.  | Contact City Engineers to provide warnings and way finding provision.  | Sept 2017 | A        | Council               | HT/ HoS Arcadias   |                            |
| 5.  | Directional & Identification Signage to school   | Contact City Engineers to provide identification signage along routes. | Sept 2017 | A        | £300                  | HT/ HoS Arcadias   |                            |
| 6.  | Pot holes in car park                            | Pot holes to be filled for safety                                      | Sept 2017 | A        | £300                  | HT/ HoS Arcadias   | Achieved Feb 2020          |
| 7.  | Bay for Disabled persons                         | Dimensions to be min size of 4800 mm long x 3600 mm wide               | Sept 2017 | A        | £200                  | HT/ HoS Arcadias   | Achieved                   |



Accessibility : Building and Facilities

|     |  |  |           | Page 2   |                       |                  |                           |
|-----|--|--|-----------|----------|-----------------------|------------------|---------------------------|
| Ref | Area   | Action to be taken   | Timescale | Priority | Resource Implications | Lead person      | Monitoring and Evaluation |
| 8.  | Drop off points                              | Clearly marked drop off points with drop kerbs             | Sept 2017 | A        | £1500                 | HT/ HoS Arcadias |                           |
| 9.  | Monitoring of accessible parking bays        | Caretaker to monitor the use/ abuse of the bay             | Sept 2017 | D        | n/a                   | HT / HoS         | Ongoing                   |
| 10. | Lighting/signage/weather protection.         | Provide lighting to the ramps.                             | Sept 2017 | A        | £1400                 | HT/ HoS Arcadias |                           |
| 11. | Provision of suitable access systems         | Resite bell for easier access                              | Sept 2017 | A        | n/a                   | HT/ HoS Arcadias |                           |
| 12. | Call Bell – colour differentiation / signage | Call button to be at a suitable height for wheelchair user | Sept 2017 | B        | £50                   | HT/ HoS Arcadias |                           |
| 13  | Provision of an Induction Loop               | Purchase of Induction Loop                                 | Sept 2017 | B        | £200                  | HT/ HoS Arcadias | Achieved Sept 2017        |
| 14. | Appropriate unobstructed width               | Corridors to be kept clear of all obstructions             | Ongoing   | D        | n/a                   | All staff        | Achieved Jan 2018         |



Accessibility : Building and Facilities

|     |  |  |           | Page 3   |                       |             |                           |
|-----|--|--|-----------|----------|-----------------------|-------------|---------------------------|
| Ref | Area                                   | Action to be taken   | Timescale | Priority | Resource Implications | Lead person | Monitoring and Evaluation |
| 15. | Children's toilets                     | Provide contrasting band of wall tiles to the splashbacks behind wash basins         | Sept 2017 | B        | £200                  | Arcadias    |                           |
| 16. | Directional / identification signage   | Provide the signage  | Sept 2017 | B        | £50                   | Arcadias    |                           |
| 17. | Staff toilets                          | Provide indicator bolt which is easy to use for person with a weak grip or strength. | Sept 2017 | B        | £20                   | Caretaker   |                           |
| 18. | Accessible Toilet – Provide grab rails | Provide grab rails for ambulant disabled people.                                     | Sept 2017 | B        | £80                   | Caretaker   |                           |



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|-----|--------------------------------|--|-----------|---|-------|-----------|--|
| 19. | Nursery Staff toilet           | Provide signage relating to the adult's toilet.                | Sept 2017 | B | £40   | Caretaker |  |
| 20. | Nursery Staff toilet           | Provide grab rails in Nursery staff toilet                     | Sept 2017 | B | £60   | Caretaker |  |
| 21. | Staffroom/kitchen              | Manoeuvrability for wheelchair use in kitchen area required.   | Sept 2018 | C | £2000 | Arcadias  |  |
| 22. | Staffroom/kitchen              | Provide worktop with raised edge                               | Sept 2018 | B | £40   | Arcadias  |  |
| 23. | Staffroom/kitchen - Appliances | Relocate water boiler at a suitable height for wheelchair user | Sept 2018 | B | £80   | Arcadias  |  |
| 24. | Staffroom/kitchen - taps       | Provide lever type taps  | Sept 2018 | B | £60   | Arcadias  |  |

**Accessibility : Building and Facilities**

|     |      |                    |           | Page 5   |                       |             |                           |
|-----|------|--------------------|-----------|----------|-----------------------|-------------|---------------------------|
| Ref | Area | Action to be taken | Timescale | Priority | Resource Implications | Lead person | Monitoring and Evaluation |



|     |                           |   |           |   |       |                     |                      |
|-----|---------------------------|---|-----------|---|-------|---------------------|----------------------|
| 25. | Staffroom seating         | Provide chairs with arms  | Sept 2018 | B | £300  | HT/ HoS<br>Arcadias |                      |
| 26. | Nursery Kitchen - taps    | Provide lever type taps   | Sept 2018 | B | £60   | Arcadias            | <b>Achieved 2018</b> |
| 27. | Guidance lighting systems | Emergency lighting system to be installed in the main circulation routes. | Sept 2018 | B | £3000 | Arcadias            |                      |
| 28. | Windows –glare reduction  | Provide window blinds to windows in all classrooms to reduce glare.       | Sept 2018 | C | £1800 | HT/ HoS<br>Arcadias |                      |

**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 2017 | B                         | Staff meeting time and availability of portable loop on request. | SENCO       | Ongoing                   |



|   |                       |  |                       |   |                                  |                 |         |
|---|-----------------------|--|-----------------------|---|----------------------------------|-----------------|---------|
| 2 | Access to Information | All school documentation follows an agreed style Times New Roman.                      | Ongoing               | A | Ongoing                          | HT/ HoS / SENCO | Ongoing |
| 3 | Access to Information | To provide training and support for teachers in providing appropriate differentiation. | Ongoing               | A | Inset cost<br>Staff meeting time | HT/ HoS / SENCO | Ongoing |
| 4 | Access to Information | To review and revise all school policies and procedures to ensure access to all.       | Sept 2017<br>Annually | A | Directed time                    | HT/ HoS / SMT   | Ongoing |
| 5 | Access to Information | To ensure that text is not printed over images.  | Ongoing               | A | Preparation<br>Directed time     | HT/ HoS / SENCO | 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:<br><ul style="list-style-type: none"> <li>- type used</li> <li>- colour used</li> <li>- images used</li> <li>- site map included</li> <li>- access without need to use a mouse.</li> </ul>  | Sept 2017   | A | Directed time                                     | / HT/ HoS<br>/ SENCO/<br>ICT Co-ordinator |             |
| 7 | Access to Information | To create an Inclusive learning environment.  | Ongoing     | A | Inset costs<br>Supply cover<br>Staff meeting time | All staff                                 | Ongoing     |
| 8 | Access to Information | School liaises with LA Support Services to provide information in:<br><ul style="list-style-type: none"> <li>- simple, clear language</li> <li>- symbols</li> <li>- large print</li> <li>- audio tape</li> <li>- Braille</li> <li>- own native language</li> </ul> For those pupils, parents/carers who may have difficulty with standard print format. | As required | A | Directed time                                     | HT/ HoS<br>/ SENCO                        | As required |

Accessibility : Access to Information

|  |                           |
|--|---------------------------|
|  | Access to Information p 3 |
|--|---------------------------|



| Ref | Area                  | Action to be taken   | Timescale   | Priority | Resource Implications | Lead person     | Monitoring and Evaluation |
|-----|-----------------------|--|-------------|----------|-----------------------|-----------------|---------------------------|
| 9   | Access to Information | School ensures that in both lessons & parents' meetings information is presented in a user friendly way.<br>Eg Reading aloud, use of overhead projectors/PowerPoint presentations as well as written format. | As required | A        | Directed time         | HT/ HoS / SENCO |                           |
| 10  | Access to Information | To ensure that enlarged print/ symbols do not appear "grainy"  | Ongoing     | A        | Directed time         | All staff       |                           |

Accessibility : Curriculum

|     |                                 |  |             | Curriculum : Removal of Barriers to Learning p 1 |                       |                  |                           |
|-----|---------------------------------|--|-------------|--|-----------------------|------------------|---------------------------|
| Ref | Area                            | Action to be taken   | Timescale   | Priority   | Resource Implications | Lead person      | Monitoring and Evaluation |
| 1   | Removal of barriers to learning | Prepare for Dyslexia Friendly Status                           | Sept 2017   | A  | SENCO directed time   | SENCO            | Achieved                  |
| 2   | Removal of barriers to learning | To provide all documentation in different formats, on request. | As required | A  | Admin time            | HT / HoS / SENCO | Ongoing                   |



|   |                                 |   |           |   |                    |                  |         |
|---|---------------------------------|---|-----------|---|--------------------|------------------|---------|
| 4 | Removal of barriers to learning | To update staff training re Dyslexia  | Sept 2018 | A | Staff meeting time | HT / HoS / SENCO | Ongoing |
| 5 | Removal of barriers to learning | To ensure use of coloured paper for worksheets, newsletters, labels, Homework etc.                        | Ongoing   | A |                    | HT / HoS / SENCO | 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 |                    | HT / HoS / SENCO | Ongoing |

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            | 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            | As required               |
| 9   | Removal of barriers to learning | To review and revise policy for inclusion. To work towards obtaining 'Inclusion Mark'     | Sept annually<br>Sept 2017 | A  | Staff meeting and directed time to compile portfolios of evidence. | HT / HoS / SENCO |                           |



|    |                                 |   |           |   |  |       |  |
|----|---------------------------------|---|-----------|---|--|-------|--|
| 10 | Removal of barriers to learning | To display check off list in all classrooms re assessing concerns re a child with Dyslexia. | Sept 2017 | A | Staff meeting<br>Photocopying of check off list. | SENCO |  |
| 11 | Removal of barriers to learning | Obtaining 'Lucid Rapid' screening assessment software.                                      | Sept 2017 | A | £100   | SENCO |  |
| 12 | Removal of barriers to learning | Check off list re Dyscalculia displayed in all classrooms.                                  | Sept 2017 | A | Photocopying of check off lists.                 | SENCO |  |

**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           | HT / HoS / SENCO | As required               |
| 14  | Removal of barriers to learning | To provide staff with training to support pupils with visual impairment.  | Sept 2017 | B  | Inset costs           | HT / HoS / SENCO | Ongoing                   |
| 15  | Removal of barriers to learning | To provide staff with training to support pupils with ADHD.               | Sept 2016 | B  | Inset costs           | SENCO            | Ongoing                   |



|    |                                 |   |           |   |             |       |         |
|----|---------------------------------|---|-----------|---|-------------|-------|---------|
| 16 | Removal of barriers to learning | To provide staff with ways to support pupils with physical needs. | Sept 2016 | B | Inset costs | SENCO | Ongoing |
| 17 | Removal of barriers to learning | To provide staff with ways to support pupils with medical needs.  | Sept 2016 | B | Inset costs | SENCO | Ongoing |
| 18 | Removal of barriers to learning | Awareness of provision for wheelchair access.                     | Sept 2016 | B | Inset costs | SENCO | 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 2018 | A  | Inset costs           | HT / HoS / SENCO | Ongoing                   |
| 20  | Removal of barriers to learning | To support all pupils with Special Educational Needs.              | Ongoing   | A  | Directed time         | HT / HoS / SENCO | Ongoing                   |
| 21  | Removal of barriers to learning | To provide specialist equipment.                                   | Ongoing   | A<br>As required                                 | Costs of equipment    | HT / HoS / SENCO | As required               |



|    |                                 |  |               |   |                                |   |             |
|----|---------------------------------|--|---------------|---|--------------------------------|---|-------------|
| 22 | Removal of barriers to learning | Review and revision of systems and policies.   | Sept Annually | A | Staff meeting time             | SENCO   | 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/<br>HoS/<br>SENCO/Curriculum co-ordinators | Ongoing     |
| 24 | Removal of barriers to learning | To use PIVATS to identify targets & measure pupil progress.  | Ongoing       | A | Staff meeting Assessment time. | SENCO   | As required |

|     |                                 |   |                                 | Curriculum : Removal of Barriers to Learning p 5 |                                       |             |                           |
|-----|---------------------------------|---|---------------------------------|--|---------------------------------------|-------------|---------------------------|
| Ref | Area                            | Action to be taken                                      | Timescale                       | Priority   | Resource Implications                 | Lead person | Monitoring and Evaluation |
| 25  | Removal of barriers to learning | To provide an induction for new staff re Accessibility. | Annual September or as required | A  | Induction programme<br>Staff handbook | HT / HoS    | Ongoing                   |
|     |                                 |   |                                 |  |                                       |             |                           |
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