



# The Coppice Primary School Accessibility Plan

|                       |                         |
|-----------------------|-------------------------|
| Written by:           | Callum McGarry<br>SENCO |
| Approved by Trustees: | Oct 2021                |
| Date for Review:      | Oct 2024                |

The Accessibility Plan aims to reflect and complement current legislation with a particular focus on what is recorded in Part 2, Section 6 of The Equality Act 2010:

1. A person...has a disability if—

- (a) (he or she) ...has a physical or mental impairment, and
- (b) the impairment has a substantial and long-term adverse effect on...(their)...ability to carry out normal day-to-day activities.

At the Coppice Primary School, this Accessibility Plan is aimed at making our school site as easily accessible as possible to ensure equality and inclusion for all our pupils, parents and carers, staff and trustees. Within this plan, we aim to include reasonable adjustments to accommodate everyone's needs where practicable. This plan also includes realistic, timely actions that can be made to our school grounds, the delivery of our written and ICT communications, school curriculum and resources used in school.

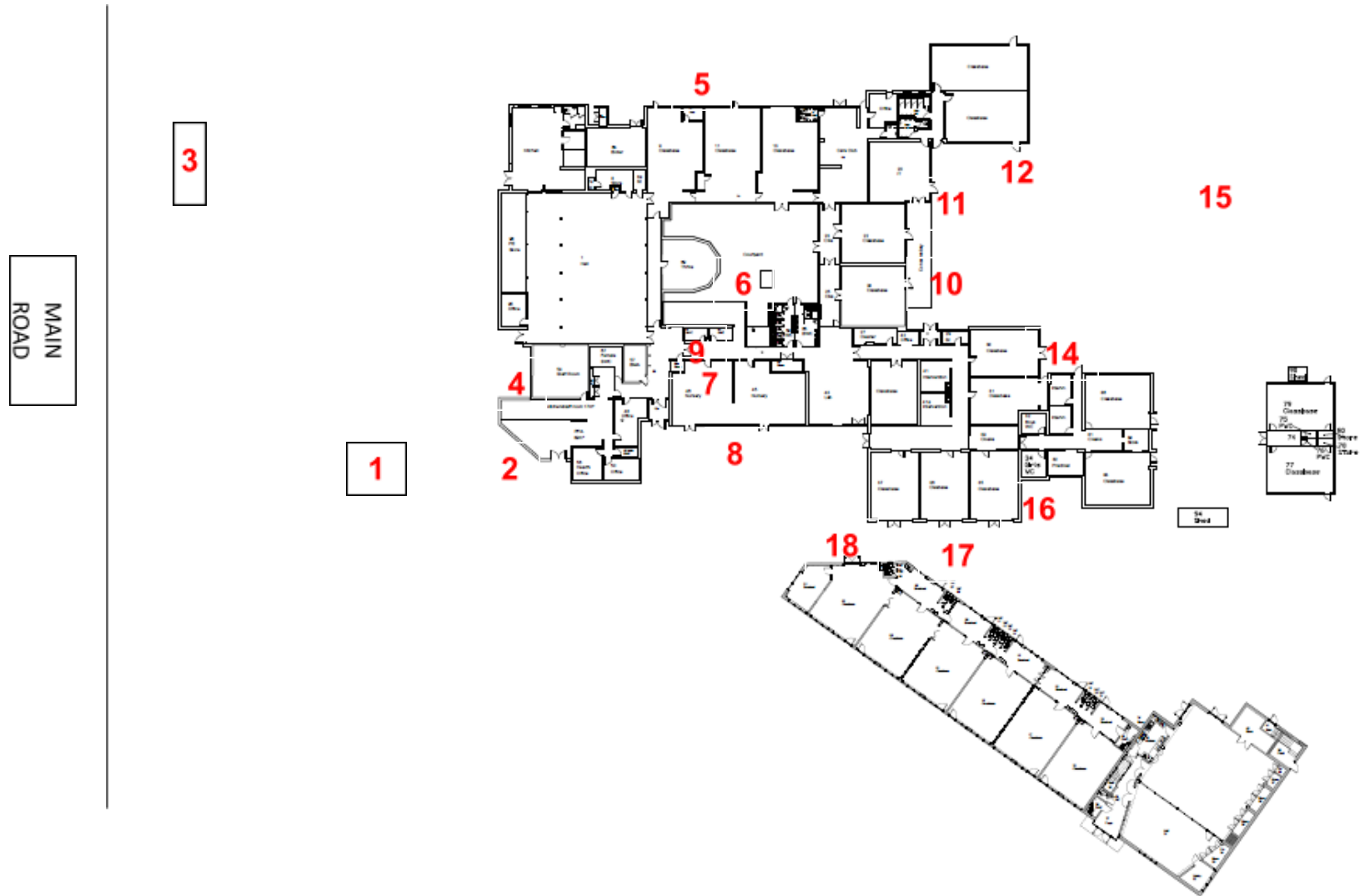
This Accessibility Plan should be read alongside the following policies and documents:

- Health and Safety Policy
- Curriculum Policy
- SEND Policy
- Admissions Policy
- Equal Opportunities Statement/Policy
- Behaviour Policy
- Emergency Plan

Relevant reviews and audits will be carried out in a timely manner in order to inform accessibility planning. This plan will be published on our school website.

It is a requirement that the school's accessibility plan is resourced, implemented, reviewed and revised as necessary and reported annually. Attached is a set of action plans showing how the school will address the priorities identified in the plan.

School Site Map:



### **Action Plan A: Improving physical access.**

| Issue raised  | Recommendations  | Time Scale                       | Priority | Date Completed | Responsibility   |
|---|--|----------------------------------|----------|----------------|--|
| 1. Edge of the path is crumbling and no visual aid to support pedestrians.  | Replace crumbling paving slabs and mortar work.<br>Paint to highlight the area to visually impaired people.<br>Paint 'look left' and 'look right' on the ground in a clear font.             | End of Summer Term 2022.         | Medium   |                | Mr Mace (Site Manager)   |
| 2. Input a clear sign for all to see where the reception entrance is.       | Ask Mrs Webster (School Business Manager - SBM) to enquire about signage and retrieve a quote/cost. Liaise with SENCO regarding size and font.   | Ongoing – sign ordered.          | High     |                | Mr Hutt (Headteacher)<br>Mrs Webster (SBM)<br>Mr Mace (Site Manager)                                       |
| 3. New 'welcome' sign to be fitted on site.                                 | SBM to liaise with SENCO regarding size and font to ensure clarity for visually impaired people.   | Ongoing – sign ordered.          | High     |                | Mr Hutt (Headteacher)<br>Mrs Webster (SBM)<br>Mr Mace (Site Manager)                                       |
| 4. Investigate whether a ramp is needed by the fire exit from the hall.     | Discuss with Health and Safety advisor. SENCO to liaise with Site Manager and SBM.   | End of Spring Term 2022.         | Medium   |                | Mr Hutt (Headteacher)<br>Mrs Webster (SBM)<br>Mr Mace (Site Manager)<br>Mr McGarry/Mrs Heptinstall (SENCO) |
| 5. Entrance and exit to Year 6 classrooms require a step up into the rooms. | SENCO to discuss with SBM and Site Manager regarding inputting ramps. Obtain cost/quotes for inputting ramps. Investigate if the door entry needs highlighting for visually impaired people. | End of Summer Term 2022.         | Low      |                | Mr Hutt (Headteacher)<br>Mrs Webster (SBM)<br>Mr Mace (Site Manager)<br>Mr McGarry/Mrs Heptinstall (SENCO) |
| 6. Dated, paved outdoor space being turned into a sensory garden            | SENCO to liaise with Thrive team and PPA regarding the sensory area. SENCO to liaise with external contractors regarding the space.  | Ongoing – quotes being gathered. | Medium   |                | Mr Hutt (Headteacher)<br>Mrs Webster (SBM)<br>Mr Mace (Site Manager)<br>Mr McGarry/Mrs Heptinstall (SENCO) |

|  |  |  |        |  |  |
|--|--|--|--------|--|--|
| with plants and water feature.   | Introduce sensory textures (fake grass) and sounds to appeal to senses.  |  |        |  | External contractors<br>PTA  |
| 7. Safety gate into Nursery needs to be replaced with a gate that has no base. | SENCO to find a safety gate that allows access for nursery children and staff to get in and out of the room with ease. | Immediate (Alarm has been attached until resolved) | High   |  | Mr Hutt (Headteacher)<br>Mrs Webster (SBM)<br>Mr Mace (Site Manager)<br>Mr McGarry/Mrs Heptinstall (SENCO)                         |
| 8. Exit to the outdoor play area in the Nursery needs securing with a ramp.    | Investigate what type of ramp can fit into the location and how it will affect drainage and movement within the space. | End of Summer Term 2022.                           | High   |  | Mr Hutt (Headteacher)<br>Mrs Webster (SBM)<br>Mr Mace (Site Manager)<br>Mr McGarry/Mrs Heptinstall (SENCO)                         |
| 9. Entrance to the sunshine room has a high door clearance.                    | SENCO to liaise with Site Manager and Health and Safety advisor regarding a plan of action for this room access.       | End of Summer Term 2022.                           | Medium |  | Mr Hutt (Headteacher)<br>Mrs Webster (SBM)<br>Mr Mace (Site Manager)<br>Mr McGarry/Mrs Heptinstall (SENCO)                         |
| 10. Step into the conservatory needs to be replaced with a ramp.               | Liaise with Site Manager, SBM and contractors to receive quotes for changing these.                                    | End of Summer Term 2022.                           | Medium |  | Mr Hutt (Headteacher)<br>Mrs Webster (SBM)<br>Mr Mace (Site Manager)<br>Mr McGarry/Mrs Heptinstall (SENCO)<br>External Contractors |
| 11. Step into the ICT room needs to be replaced with a ramp.                   |  |  |        |  |  |
| 12. Step into classroom needs to be replaced with a ramp.                      |  |  |        |  |  |

|  |  |                                |                                 |  |  |
|--|--|--------------------------------|---------------------------------|--|--|
| 13. Step into classroom needs to be replaced with a ramp.  |  |                                |                                 |  |  |
| 14. Step into classroom needs to be replaced with a ramp.  |  |                                |                                 |  |  |
| 15. The size of the playground and the quiet zone needs updating to fit to needs and size of the school. | Liaise with SBM, SLT and Site Manager about making the playground area more accessible.<br>Amending the current quiet area to be separate in some way to ensure that those children needing sensory breaks have access to this area. | Ongoing – quotes being sought. | Medium – quotes being gathered. |  | Mr Hutt (Headteacher)<br>Mrs Ashwell (Deputy Headteacher)<br>Mrs Webster (SBM)<br>Mr Mace (Site Manager)<br>Mr McGarry/Mrs Heptinstall (SENCO) |
| 16. Access the KS1 girls' toilets – a significant step into the toilets.                                 | Liaise with SBM, SLT and site manager to ensure access to the playground is safe and easy for all.   | End of Summer Term 2022.       | Medium – quotes being gathered. |  | Mr Hutt (Headteacher)<br>Mrs Ashwell (Deputy Headteacher)<br>Mrs Webster (SBM)<br>Mr Mace (Site Manager)<br>Mr McGarry/Mrs Heptinstall (SENCO) |
| 17. Steps into the Year 2 classrooms need to be replaced with a ramp.                                    | Liaise with SBM, SLT and site manager to ensure access to the playground is safe and easy.   | End of Summer Term 2022.       | High – quotes being gathered.   |  | Mr Hutt (Headteacher)<br>Mrs Ashwell (Deputy Headteacher)<br>Mrs Webster (SBM)<br>Mr Mace (Site Manager)<br>Mr McGarry/Mrs Heptinstall (SENCO) |
| 18. Steps by the KS1 and EYFS area may need replacing with a ramp.                                       | Liaise with SBM, SLT and site manager to ensure access to the playground and EYFS is safe and easy.<br>Site manager has noted that the guttering in the EYFS play area may need to be relocated due to flooding in that area.        | End of Summer Term 2022.       | Medium                          |  | Mr Hutt (Headteacher)<br>Mrs Ashwell (Deputy Headteacher)<br>Mrs Webster (SBM)<br>Mr Mace (Site Manager)                                       |

|  |  |  |  |  |                                    |
|--|--|--|--|--|------------------------------------|
|  |  |  |  |  | Mr McGarry/Mrs Heptinstall (SENCO) |
|--|--|--|--|--|------------------------------------|

### **Action Plan B: Website Accessibility**

| Issue raised  | Recommendations  | Time Scale  | Priority       | Date Completed | Responsibility  |
|---|--|---|----------------|----------------|---|
| 1. 3 'clicks' to access SEND information on the school website currently. | Devise a new website look with ease of access to SEND.<br>Ensure all key information is uploaded on there (SEN Information Report, Accessibility Plan, SEND Policy). | Ongoing – meeting with web designers.<br>End of Spring Term 2022. | High - ongoing |                | Mr Hutt (Headteacher)<br>Mrs Ashwell (Deputy Headteacher)<br>Mrs Webster (SBM)<br>Mr McGarry/Mrs Heptinstall (SENCO)<br>Mrs Juneman (ICT Co-ordinator)<br>External website developer. |
| 2. Create videos to support families on the website to help them          | Liaise with SLT and subject specialists to discuss using video tours of the school grounds.  | Ongoing – completed by the end of Summer Term 2023.               | Medium         |                | Mr Hutt (Headteacher)<br>Mrs Ashwell (Deputy Headteacher)<br>Mrs Webster (SBM)  |

|   |  |   |                  |  |   |
|---|--|---|------------------|--|---|
| navigate it more easily and for parents/carers with literacy issues.  | Create staff video guides of their subject area and year group.<br>Create SEND Team video, guiding parents to navigate the website.<br>Liaise with Mrs Juneman (ICT Co-ordinator) to help record videos.   |   |                  |  | Mr McGarry/Mrs Heptinstall (SENCO)<br>Mrs Juneman (ICT Co-ordinator)<br>Subject Leaders.<br>External website developer.   |
| 3. Ensure that the website offers ways to read the information in larger fonts to support visually impaired parents/carers.                       | Liaise with Mrs Vuneman (ICT Co-ordinator) and website developer to allow for the website to be read more easily.<br>Discuss with SBM and SLT how this will look on the website.   | Ongoing – meeting with web designers.<br>End of Spring Term 2022. | Medium – ongoing |  | Mr Hutt (Headteacher)<br>Mrs Ashwell (Deputy Headteacher)<br>Mrs Webster (SBM)<br>Mr McGarry/Mrs Heptinstall (SENCO)<br>Mrs Juneman (ICT Co-ordinator)<br>External website developer. |
| 4. Parents/carers with language barriers may struggle to understand the website information if we don't offer translatable access to the website. | Liaise with school office staff and SBM to understand languages being used outside of school by our families.<br>Liaise with the external website developer, ICT Co-ordinator, SBM and SLT to ensure these links are in place.<br>Research the types of language/translation software that are available to schools. | Ongoing – completed by the end of Summer Term 2023.               | Medium           |  | Mr Hutt (Headteacher)<br>Mrs Ashwell (Deputy Headteacher)<br>Mrs Webster (SBM)<br>Mr McGarry/Mrs Heptinstall (SENCO)<br>Mrs Juneman (ICT Co-ordinator)<br>External website developer. |



### **Action Plan C: Curriculum Accessibility**

| Issue raised  | Recommendations   | Time Scale                         | Priority | Date Completed | Responsibility  |
|---|---|------------------------------------|----------|----------------|---|
| 1. Scaffolding learning: needing to ensure that universal and quality first teaching is taking place throughout | SLT/SENCO to monitor and advise on provision needed for high quality teaching. SENCO to produce a 'tool kit' for quality first teaching strategies that can be put in place to support staff. | Ongoing – End of Summer Term 2024. | High     |                | Mr Hutt (Headteacher)<br>Mrs Ashwell (Deputy Headteacher)<br>Mr Laight (Senior Assistant Headteacher)<br>Mr McGarry/Mrs Heptinstall (SENCO) |

|  |   |                                    |                |  |   |
|--|---|------------------------------------|----------------|--|---|
| all lessons and is accessible by all learners.   |   |                                    |                |  |   |
| 2. Provision needs to be monitored carefully by SEND Team.   | A school based graduated response needs to be developed in line with the local offer available on Worcestershire County Council website.<br>This will be delivered to staff to ensure that strategies are put in place to support all learners at the universal, targeted (Intervention) and specialist levels of the graduated response. | Ongoing - End of Spring 2022.      | High           |  | Mr Hutt (Headteacher)<br>Mrs Ashwell (Deputy Headteacher)<br>Mr Laight (Senior Assistant Headteacher)<br>Mr McGarry/Mrs Heptinstall (SENCO)                               |
| 3. Classrooms are organised to promote learning for all pupils.  | SLT/subject leaders to monitor the use of working walls and offer guidance and feedback accordingly.<br>To ensure that there is consistency in approaches to classroom management across the whole school.  | Ongoing – End of Summer Term 2024. | High - ongoing |  | Mr Hutt (Headteacher)<br>Mrs Ashwell (Deputy Headteacher)<br>Mr Laight (Senior Assistant Headteacher)<br>Mr McGarry/Mrs Heptinstall (SENCO)<br>Subject/Year Group Leaders |
| 4. Staff training, support and monitoring in the implementation of Provision Map reviews and planning for interventions. | SENCO's to train, monitor and support staff regarding this on a half termly basis during a staff meeting.<br>SENCO's to share the graduated response and tool kits with staff to support them in their strategies of multi-sensory teaching.  | Ongoing – End of Summer Term 2024. | High - ongoing |  | Mr Hutt (Headteacher)<br>Mrs Ashwell (Deputy Headteacher)<br>Mr Laight (Senior Assistant Headteacher)<br>Mr McGarry/Mrs Heptinstall (SENCO)                               |
| 5. Staff training in supporting children with SEND. Focusing on areas: SLCN,   | Use of National college to support staff training.<br>Use of NASEN and Virtual SEND Conference to support teachers through CPD.   | Ongoing – End of Summer Term 2024. | High - ongoing |  | Mr Hutt (Headteacher)<br>Mrs Ashwell (Deputy Headteacher)<br>Mr Laight (Senior Assistant Headteacher)   |

|  |  |   |                  |  |   |
|--|--|---|------------------|--|---|
| ASD, Dyslexia, Dyspraxia.  | SENCO's to deliver training to staff and offer strategies to apply at the universal level.<br>Liaise with SLT to ensure that strategies mirror 'Walkthrus' strategies for teaching and learning.   |   |                  |  | Mr McGarry/Mrs Heptinstall (SENCO)  |
| 6. Subject leaders need to audit resources for ease of access.   | SENCO to meet subject leaders and discuss resources and ease of access for all learners.<br>Liaise with SLT to check that resources are in line with the teaching and learning policy.<br>Speak to Year Group Leaders and discuss areas of weakness with regards to provision and how Subject Leaders could support.   | End of Autumn 2022.                     | Medium - ongoing |  | Mr Hutt (Headteacher)<br>Mrs Ashwell (Deputy Headteacher)<br>Mr Laight (Senior Assistant Headteacher)<br>Mr McGarry/Mrs Heptinstall (SENCO)<br>Subject/Year Group Leaders |
| 7. Nursery and EYFS Leaders to plan for appropriate resourcing for High Level Needs Pupils in nursery. | SENDCO to meet with subject leaders to discuss and audit the current nursery resources. To draw up an action plan of work and resourcing that needs to be carried out to provide for the needs of pupils with more complex and challenging needs. To include the purchasing of specialist sensory resources and the improved layout and equipping of the Sunshine Intervention space to allow for multi- functional use. | Ongoing – completed end of Summer 2024. | High- ongoing    |  | Mr Hutt (Headteacher)<br>Mrs Ashwell (Deputy Headteacher)<br>Mr Laight (Senior Assistant Headteacher)<br>Mr McGarry/Mrs Heptinstall (SENCO)<br>Subject/Year Group Leaders |