



Merrylands Primary School



Accessibility Plan 2015-2018

At Merrylands Primary School, we are proud of our family-friendly atmosphere where we get to know each child whilst fostering a sense of community responsibility.

Our school values underpin everything we do, providing a safe, supportive and encouraging environment in which we recognise each unique individual. We set high standards of achievement and behaviour whilst ensuring that the children's school days are enjoyable.

We are committed to giving all of our children every opportunity to achieve the highest of standards. We do this by taking account of pupils' varied life experiences and their individual needs. We offer a broad and balanced curriculum and have high expectations for all children. The achievements, attitudes and well-being of all our pupils are of the utmost importance to all staff.

Purpose of Plan

This plan shows how Merrylands Primary School intends, over time, to increase the accessibility of our school for disabled pupils, staff, parents/carers and visitors.

Definition of Disability

A person has a disability if he/she has a physical or mental impairment that has a substantial and long-term adverse affect on his/her ability to carry out normal day- to-day activities.

Areas of planning responsibilities

Increasing access for disabled pupils to the **school curriculum** - this includes teaching and learning and the wider curriculum of the school such as participation in after-school clubs, leisure and cultural activities or school visits.

Improving access to the **physical environment** of schools - this includes improvements to the physical environment of the school and physical aids to access education.

Improving the delivery of **written information** to disabled pupils - this will include planning to make written information that is normally provided by the school to its pupils available to disabled pupils. The information should take account of pupils' disabilities and pupils' and parents' preferred formats and be made available within a reasonable timeframe.

Contextual Information

In 1977 Merrylands Infant and Junior school in Cumberland Drive, Laidon opened. In 2002 the two schools amalgamated and were renamed Merrylands Primary School which it remains today. The school consists of the two original building now joined by a link corridor. The old Junior site is a single storey building housing classrooms, meeting rooms, a school hall and intervention rooms, staffroom, reception area and main school office.

The old Infant site contains the reception area, offices, hall, kitchen and classrooms. The disabled toilet and shower room is located close to the hall.

At present we have no wheelchair dependent pupils or members of staff but there are several parents who require support with walking, and use the school's disabled parking bay to drop off and collect their children.

Current range of known disabilities

The school has children with a range of disabilities to include complex and severe learning disabilities.

We have a small number of pupils parents who have a hearing or visual impairment.

Increasing access for disabled pupils to the school curriculum

Improving teaching and learning lies at the heart of the school's work. Through self-review and Continuous Professional Development (CPD), we aim to enhance staff knowledge, skills and understanding to promote excellent teaching and learning for all children. We aim to meet every child's needs within mixed ability, inclusive classes.

It is a core value of the school that all children are enabled to participate fully in the broader life of the school. Consequently, all children have always been permitted to attend age relevant after school clubs, leisure and cultural activities and educational visits. The only exception would occur if a child had breached school rules when deprivation of club attendance may be used as a suitable short term sanction and to ensure the safety of others.

Target	Strategies	Time- scale	Responsibility	Success Criteria
Increase confidence of all staff in differentiating the curriculum	Be aware of staff training needs on curriculum access Assign CPD for dyslexia, differentiation and recording methods Online learning modules if required	On-going and as required	Inclusion Manager	Raised staff confidence in strategies for differentiation and increased pupil participation
Ensure classroom support staff have specific training on disability issues	Be aware of staff training needs Staff access appropriate CPD Online learning modules if required	As required	Inclusion Manager	Raised confidence of support staff
Ensure all staff are aware of disabled children's curriculum access	Set up a system of individual access plans for disabled pupils when required Information sharing with all agencies involved with child	As required	Inclusion Manager	All staff aware of individuals needs
Use ICT software to support learning	Make sure software installed where needed	As required	Computing Leader	Wider use of SEN resources in classrooms
All educational visits to be accessible to all	Develop guidance for staff	As required	EVC Coordinator	All pupils in school able to access all educational

	on making trips accessible Ensure each new venue is vetted for appropriateness			visits and take part in a range of activities
Review PE curriculum to ensure PE accessible to all	Gather information on accessible PE and disability sports Seek disabled sports people to come into school	As required	Healthy Schools Coordinator PE Leader	All pupils in school able to access PE and take part in a range of activities

Improving access to the physical environment of the school

There is a rising population in Basildon and the requirement for many schools to expand. It is hoped that in the near future we will be able to expand the buildings and to improve the facilities. Merrylands itself is continuing to grow and develop- a new Nursery will be added in June 2016.

Provision, in exceptional cases, will be negotiated when a pupil's specific needs are known.

We have a wide range of equipment and resources available for day to day use. We keep resource provision under constant review. The schools Improvement planning process is the vehicle for considering such needs on an annual basis.

Target	Strategies	Time-scale
The school is aware of the access needs of disabled pupils, staff, governors, parent/carers and visitors	To create access plans for individual disabled pupils as part of the ECHP process when required	As required
	Be aware of staff, governors and parents access needs and meet as appropriate	Induction and on- going if required
	Through questions and discussions find out the access needs of parents/carers through newsletter	Annually
	Consider access needs during recruitment process	
	Ensure staff aware of Environment Access Standard	Recruitment process Recruitment Process
Layout of school to allow access for all pupils to all areas	Consider needs of disabled pupils, parents/carers or visitors when considering any redesign	As required
Improve signage and external access for visually impaired people	Yellow strip mark step edges	On going

Ensure all disabled pupils can be safely evacuated	Put in place Personal Emergency Evacuation Plan (PEEP) for all pupils with difficulties	As required
	Develop a system to ensure all staff are aware of their responsibilities	Each Sept
Ensure accessibility of access to IT equipment	Alternative equipment in place to ensure access to all hardware including hall	On-going and as required
	Liaise with VI/HI on information with regard to the visual impaired and hearing impaired pupils	Software may be required As required
All fire escape routes are suitable for all	Make sure all areas of school can have wheelchair access	On-going and as required and as appropriate
	Egress routes visual check	Weekly

Improving the delivery of written information to disabled pupils

This will include planning to make written information that is normally provided by the school to its pupils available to disabled pupils. Examples might include hand-outs, textbooks and information about school events. The information should take account of pupils' disabilities and pupils' and parents' preferred formats and be made available within a reasonable timeframe.

In planning to make written information available to disabled pupils we again need to establish the current level of need and be able to respond to changes in the range of need. The school will need to identify agencies and sources of such materials to be able to make the provision when required. The schools ICT infrastructure will enable us to access a range of materials supportive to need.

Targets	Strategies	Time- scale	Responsibility	Success Criteria
Review information to parents/carers to ensure it is accessible.	Provide information and letters in clear print in "simple" English School office will support and help parents to access information and complete school forms Ensure website and all document accessible via the school website can be accessed by the visually impaired.	On-going	School Office Website design team	All parents receive information in a form that they can access All parents understand what are the headlines of the school information
Improve the delivery of information in writing in an appropriate format	Provide suitably enlarged, clear print for pupils with a visual impairment	As required	Office	Excellent communication
Ensure all staff are aware of guidance on accessible formats	Guidance to staff on dyslexia and accessible information	On-going	Inclusion Manager	Staff produce their own information
Annual review information to be as accessible as possible	Develop child friendly ECHP review formats	On-going	Inclusion Manager	Staff more aware of pupils preferred method of communications
Provide information in other languages	Access to translators, sign language interpreters to be considered and offered if possible	As required	Inclusion Manager	Pupils and/or parents feel supported and

for pupils or prospective pupils who may have difficulty with hearing or language problems				included
Provide information in simple language, symbols, large print for prospective pupils or prospective parents/carers who may have difficulty with standard form of printed information	<p>Ensure website is fully compliant with requirement for access by person with visual impairment.</p> <p>Ensure Prospectus is available via the school website.</p>	On-going	Office	All can access information about the school