



COPTHORNE PRIMARY SCHOOL

ACCESSIBILITY PLAN

Date of issue	Review date	Date ratified by Governing Body	
Oct 2023	Oct 2026		
	Print name	Signature	Date
Headteacher	Miss S Ngenda		
On behalf of Governing Body	Mr P Gerrard		

Statement of intent

This plan outlines the proposals of the governing body of Copthorne Primary School to increase access to education for pupils with disabilities in the three areas required by the planning duties in the Equality Act 2010. These include:

- Increasing the extent to which pupils with disabilities can participate in the school curriculum.
- Improving the environment of the school to increase the extent to which pupils with disabilities can take advantage of education and associated services.
- Improving information delivery to pupils with disabilities which is readily available to other pupils.

The above procedures will be delivered within a reasonable time, and in ways which are determined after taking into account the pupil's disabilities and the views of the parents/carers and pupil.

In the preparation of an accessibility strategy, the MAT must have regard to the need to allocate adequate resources in the implementation of the strategy.

The governing body also recognises its responsibilities towards employees with disabilities and will:

- Monitor recruitment procedures to ensure that persons with disabilities are provided with equal opportunities.
- Provide appropriate support and provision for employees with disabilities to ensure that they can carry out their work effectively without barriers.
- Undertake reasonable adjustments to enable staff to access the workplace.

The plan will be resourced, implemented, reviewed and revised in consultation with the:

- Parents of pupils
- Headteacher
- SENDCO
- Site Manager
- Governors
- External partners

Signed by:

_____ Headteacher Date: _____

_____ Chair of governors Date: _____

Next review date: _____

Planning duty 1: Improving Access to the Curriculum

Target	Strategy	Outcome	Timeframe	Achievement
Revised training for all staff in teaching children with a hearing impairment.	Hearing team to lead training when necessary.	All staff have a clear understanding of the needs of children with a hearing impairment and know how to make the curriculum accessible to them.	Annually when required	Child with hearing impairment is fully included within school.
Revised training for all staff in teaching children with a visual impairment.	Visual impairment team to lead training when necessary.	All staff have a clear understanding of the needs of children with a visual impairment and know how to make the curriculum accessible to them.	Annually when required	Child with visual impairment is fully included within school.
Revised training for all staff teaching children with diabetes.	Diabetic nurse to lead training when necessary.	All staff have a clear understanding of the needs of children with diabetes and know how to ensure the curriculum accessible to them.	Annually when required	Children with diabetes will be fully included within school.

Revised training for all staff regarding epi-pen	Nursing team to lead training annually.	All staff have a clear understanding of the needs of children with an allergy and know how to ensure the curriculum accessible to them.	Annually when required	Children with an allergy will be fully included within school.
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Planning duty 2: Improving Physical Access

Target	Strategy	Outcome	Timeframe	Achievement
To maintain the disabled toilets within school	Ensure Site Manager facilitates annual checks and develops appropriate storage facilities. Site Manager to ensure these rooms are accessible at all times.	There will be three clean, appropriate disabled toilets within school.	Ongoing	There will be disabled toilets accessible for anyone with accessibility issues to use within school
To maintain the hoist for children with mobility issues	Ensure Site Manager facilitates and quality assures annual checks	Children with physical needs will be able to be manoeuvred appropriately.	Ongoing and when required	The will be a hoist available for children to have their physical needs met.
To maintain the lift	Ensure Site Manager facilitates and quality assures annual checks	There will be a functioning lift to allow anyone with physical needs to move around the school easily.	Ongoing	Good physical access around the school
To maintain evac chairs	Ensure Site Manager facilitates annual checks and Lead First Aider quality assures these	Evac chairs will be in good working order when needed. Evac chair training for all staff working with	Ongoing	Good physical access when in an emergency

		children who may need to use it		
To ensure all corridors are clear	Daily checks to be carried out by Site Manager and all staff.	All children, staff and visitors with physical needs will be able to move around the school easily.	Ongoing	Good physical access around the school
Risk assessment to be completed if a child or staff member has a mobility need	Safeguarding Lead to complete as required.	Children and staff with physical needs are able to move around school safely.	As required	Good physical access around the school.
Classroom/ area risk assessment to be completed	Safeguarding Lead to initiate and check annually.	All classrooms safe environments for all children and adults.	Annually	Good physical access in each classroom/ area of the school.

Planning duty 3: Improving the Delivery of Written Information

Target	Strategy	Outcome	Timeframe	Achievement
To ensure that written materials are available in alternative formats when specifically requested	The school will make itself aware of the services available for converting written information into alternative formats.	School are aware of services that can produce written material in different formats	Ongoing	When requested written materials can be provided in alternate formats
To review documentation on website to check accessibility.	ICT technician to check that the school website is accessible and meets accessibility requirements.	ICT technician makes appropriate amendments to the website.	Ongoing	Website is accessible to all.