



# Single Equality Scheme

Including:  
Equality objectives,  
Equality Action Plan,  
Accessibility Plan

Written : May 2016

Approved by Governors: 12<sup>th</sup> May 2016

Review : May 2018

## **1. Mission Statement**

*"...to provide an excellent education enabling each child to work to the best of his or her ability in a happy, healthy and secure environment..."*

### **Healthy School**

St. Mary's C of E Primary School is a Healthy School with healthy attitudes embedded in the curriculum and extra-curricular activities. Children are encouraged to be active and maintain healthy relationships with their peers and adults as well as making other choices about healthy lifestyles.

### **Building Learning Power Statement**

At St. Mary's, we encourage all pupils to build their own learning power. Building Learning Power emphasizes the development of lifelong learning values and skills. We aim to ensure that all children develop persistence and curiosity for learning and become adventurous risk takers who are not afraid of the 'don't know' state of mind. At St. Mary's, children will develop the ability to take responsibility for their own learning and self assess and be able to articulate themselves as a learner. They will have the opportunity to develop the ability to know what's worth learning, know how to face confusion and know the best learning tool for the job.

## **2. Ensuring equality in policy and practice**

At St Mary's CE Primary School we are committed to ensuring equality of education and opportunity for all pupils, staff, parents and carers receiving services from the school, irrespective of race, gender, disability, religion or socio-economic background. We aim to develop a culture of inclusion and diversity in which all those connected to the school feel proud of their identity and able to participate fully in school life.

The achievement of pupils will be monitored by race, gender and disability and we will use this data to support pupils, raise standards and ensure inclusive teaching. We will tackle discrimination by the positive promotion of equality, challenging bullying and stereotypes and creating an environment which champions respect for all. At St Mary's CE Primary School we value diversity, and this will be respected and celebrated by all those who learn, teach and visit here.

As well as the specific actions set out below, the school operates equality of opportunity in its day to day practice in the following ways.

### **Teaching and learning**

We aim to provide all our pupils with the opportunity to succeed, and to reach the highest level of personal achievement. To do this, we will:

- Use contextual data to improve the ways in which we provide support to individuals and groups of pupils;
- Monitor achievement data by ethnicity, gender and disability and action any gaps;
- Take account of the achievement of all pupils when planning for future learning and setting challenging targets;
- Ensure equality of access for all pupils and prepare them for life in a diverse society;

- Use materials that reflect the diversity of the school, population and local community in terms of race, gender and disability, without stereotyping;
- Promote attitudes and values that will challenge racist and other discriminatory behaviour or prejudice;
- Provide opportunities for pupils to appreciate their own culture and celebrate the diversity of other cultures;
- Seek to involve all parents in supporting their child's education;
- Encouraging classroom and staffroom discussion of equality issues which reflect on social stereotypes, expectations and the impact on learning;
- Including teaching and classroom-based approaches appropriate for the whole school population, which are inclusive and reflective of our pupils.

### **3. Equal Opportunities for Staff**

We are committed to the implementation of equal opportunities principles and the monitoring and active promotion of equality in all aspects of staffing and employment.

All staff appointments and promotions are made on the basis of merit and ability and in compliance with the law.

#### **Employer duties**

As an employer we need to ensure that we eliminate discrimination and harassment in our employment practice and actively promote equality across all groups within our workforce.

Equality aspects such as gender, race, disability, sexual orientation, gender re-assignment and faith or religion are considered when appointing staff and when allocating Teaching and Learning Responsibilities (TLR) or re-evaluating staff structures, to ensure decisions are free of discrimination.

Actions to ensure this commitment is met include:

- Monitoring recruitment and retention including bullying and harassment of staff;
- Continued professional development opportunities for all staff;
- Senior Leadership Team support to ensure equality of opportunity for all.

### **4. Equality and the law**

As a school we welcome our duties under the Equality Act 2010. The general duties are to:

- eliminate discrimination
- advance equality of opportunity
- foster good relations

We understand the principal of the act and the work needed to ensure that those with protected characteristics are not discriminated against and are given equality of opportunity.

A protected characteristic under the act covers the groups listed below:

- age (for employees not service provision)
- disability
- race
- sex (including issues of transgender)
- gender reassignment
- maternity and pregnancy

- religion and belief
- sexual orientation
- marriage and civil partnership (for employees)

In order to meet our general duties, listed above, the law requires us to fulfil specific duties to demonstrate how we meet the general duties. These are to:

- Publish equality information-to demonstrate compliance with the general duty across it's functions (**We will not publish any information that can specifically identify any child**)
- Prepare and publish equality objectives

Our objectives will detail how we will ensure equality is applied to the services listed above. However where we find evidence that other functions have a significant impact on any particular group we will include work in this area.

We also welcome our duty under the Education and Inspection Act 2006 to promote community cohesion.

We recognise that these duties reflect international human rights standards as expressed in the UN Convention on the Rights of the Child, the UN Convention on the Rights of People with Disabilities, and the Human Rights Act 1998.

## **5. Leadership and Management**

All the school policies reflect a commitment to inclusion and equalities. A clear ethos is also set by the Governing Body and the school management, which reflects the school's commitment to equality for all members of the school community. The school advances equalities of opportunity through positive and proactive approaches to valuing and respecting diversity.

The Governors take all reasonable steps to ensure that the school environment gives access to people with disabilities, and also strive to make school communications as inclusive as possible for parents, carers and pupils.

The School Management works in partnership with others to eliminate all forms of oppressive behaviour; prejudice related incidents and discrimination.

All members of the school community, including Pupils, Parents, Governors and Staff are consulted and contribute to the development and review of policy documents.

The evaluations of the plans and policies are used to set equality objectives and address equality issues. The development of teaching and the curriculum are monitored to ensure high expectations of all pupils and appropriate breadth of content in relation to the School, Local, UK, and Global Community.

## **6. School Ethos**

The school opposes all forms of harassment, prejudice related incidents and discrimination and publicly celebrates diversity. The school also actively promotes good personal and community relations. Diversity is respected and inclusion is a strength of the school. Advancing diversity is integral to us in our drive to raise standards for all.

Staff foster a positive atmosphere of mutual respect and trust among pupils from all ethnic groups and disabled pupils. The school also caters for the dietary and dress requirements of different religious groups and enables pupils and staff to celebrate festivals and other events relevant to their particular faith and actively encourages all pupils to understand these.

Clear procedures are in place to ensure that staff are able to confidently deal with all forms of bullying and harassment promptly, firmly and consistently. Actions taken are in line with relevant LA policy and guidance such as those for anti-bullying and dealing with prejudice related incidents.

All forms of harassment are recorded, monitored and dealt with in line with relevant school policy. Pupils, staff and parents are aware of the procedures for dealing with these and confident in their knowledge that such behaviour is always unacceptable. Staff are trained to deal effectively with prejudice related incidents.

## **7. Admissions, Induction and Attendance**

The admissions process and induction procedures are monitored to ensure that they are fair, transparent and consistent for all pupils. This ensures that they do not discriminate and disadvantage pupils from any particular group(s).

Comprehensive information about pupils` ethnicity, first language(s), faith, physical needs, diet is included in all admission forms.

The school and families are aware of their rights and responsibilities in relation to pupil attendance, and appropriate personnel always follow up absence.

Provision is made for leave of absence for religious observance, which includes staff as well as pupils.

Attendance is monitored by gender, ethnicity, special educational need and background. Action is taken in order to reduce any disparities between different groups of pupils.

## **8. Curriculum**

Curriculum planning takes account of and builds on pupils` starting points and is differentiated appropriately to ensure the inclusion of all, including pupils:

- learning English as an additional language
- from minority ethnic groups
- who are gifted and talented
- with special educational needs
- who are looked after by the local authority
- who are at risk of disaffection and exclusion

The school monitors and evaluates its effectiveness in providing an appropriate curriculum for pupils of all backgrounds. Each area of the curriculum is planned to incorporate the principles of equality and positive attitudes to diversity. All subjects contribute to the spiritual, moral, social and cultural development of all pupils.

The content of the curriculum reflects and values diversity. It encourages pupils to explore bias and to challenge prejudice and stereotypes. Extra-curricular activities and special events should cater for the interests and capabilities of all pupils and take account of parental concerns related to religion and culture.

### **9. Teaching and Learning**

Teachers ensure that the classroom is an inclusive environment in which all pupils can participate; feel all their contributions are valued; have opportunities to succeed and achieve high standards. All pupils access the mainstream curriculum and teachers take positive action to include all groups or individuals.

### **10. Learners' Progress, Attainment and Assessment**

All pupils have the opportunity to achieve their highest standards. Baseline assessment is used appropriately for all pupils. The school ensures that assessment is free of gender, cultural and social bias, and that assessment methods are valid.

The monitoring and analysing of pupil performance by gender, ethnicity, disability and background enables the identification of groups of pupils where there are patterns of underachievement. The school ensures that action is taken to counter this.

Staff have very high expectations of all pupils and they continually challenge them to extend their learning and achieve higher standards. The school recognises and values all forms of achievement.

Assessment for learning, including self-assessment and peer assessment, provides all pupils with opportunities to take responsibility for their own learning through regular reflection and feedback on their progress.

We make regular assessments of pupils' learning and use this information to track pupil progress. As part of this process, we regularly monitor achievement by ethnicity, gender and disability, to ensure that all groups of pupils are making the best possible progress, and take appropriate action to close gaps.

### **11. Behaviour, Discipline and Exclusions**

School expects high standards of behaviour from all pupils, appropriate for their level of development. We have procedures for disciplining pupils and managing behaviour that are fair and applied equally to all. All staff are expected to operate consistent systems of rewards and sanctions. It is recognised that disability may affect behaviour. Our school takes this into account when dealing with incidents of unacceptable behaviour.

Pupils, staff and parents are aware of procedures for dealing with all form of harassment. They know that any language or behaviour, which for example is racist, sexist, homophobic or potentially damaging to any minority group, is always unacceptable.

Exclusions will be in accordance with the school's Behaviour Policy. We closely monitor exclusions by protected characteristics. (See section 4) Action is taken in order to address

any disparities between different groups. Strategies are in place to reintegrate long-term absentees and excluded pupils, which address the needs of all pupils.

### **12. Learners' personal development, welfare and well-being**

Welfare and well-being takes account of cultural, religious and ethnic differences, and the experiences and needs of refugee and asylum seeker children.

Appropriate support is given to victims of harassment and prejudice related incidents, through the use of multi-professional teams and approaches where appropriate. The perpetrators are challenged in accordance with school policy and also provided with relevant support and strategies for improving behaviour.

### **13. Partnership with Parents and the Community**

The school has strong relationships with its parents and the community.

The school works in partnership with parents and the community and continues to develop positive attitudes to diversity and respond to key issues.

Information for parents is easily accessible in user-friendly language. We publish our plan on the school website; raise awareness through the school newsletter, assemblies, staff meetings and other communications.

Meetings for parents are made accessible for all. Informal events are designed to include the whole community and at times may target particular groups according to needs identified through data analysis.

The school's premises and facilities are equally available and accessible for use by all groups within the community. Reasonable adjustment is made for disability.

### **14. Staffing: Recruitment, Retention and Continuing Professional Development (CPD)**

The school adheres to recruitment, selection and retention procedures, which are fair, equal, and in line with statutory duties. Positive action is taken to encourage people from under represented groups to apply for positions at all levels in the school.

Positive action is taken to ensure that everyone associated with the school is informed of the contents of this policy. New staff are familiar with it as part of their induction programme.

The skills of all staff, including support and part-time staff are recognised and valued. All staff are given status and support and are encouraged to share their knowledge. Staff handbooks and CPD opportunities are available to support their practice in relation to this policy.

Staff and visitors provide a range of role models and reflect the diversity of the local and wider community.

## **15. Tackling discrimination**

Harassment on account of race, gender, disability or sexual orientation is unacceptable and is not tolerated within the school environment.

All staff are expected to deal with any discriminatory incidents that may occur. They are expected to know how to identify and challenge prejudice and stereotyping; and to support the full range of diverse needs according to a pupil's individual circumstances.

Racist and homophobic incidents and other incidents of harassment or bullying are dealt with by the member of staff present, escalating to a class teacher / Headteacher where necessary. All incidents are reported to the Headteacher and racist incidents are reported to the local authority on a weekly basis and the Governing Body on a termly basis.

### **What is a discriminatory incident?**

Harassment on grounds of race, gender, disability, sexual orientation or other factors such as socio-economic status, can take many forms including verbal or physical abuse, name calling, exclusion from groups and games, unwanted comments, jokes and graffiti.

A racist incident is defined by the Stephen Lawrence Inquiry Report (1999) as:  
'any incident which is perceived to be racist by the victim or any other person'.

### **Types of discriminatory incident**

Types of discriminatory incidents that can occur are:

- Physical assault against a person or group because of their colour, ethnicity, nationality, disability, sexual orientation or gender;
- Use of derogatory names, insults and jokes;
- Racist, sexist, homophobic or discriminatory graffiti;
- Provocative behaviour such as wearing racist, sexist, homophobic or discriminatory badges or insignia;
- Bringing discriminatory material into school;
- Verbal abuse and threats;
- Incitement of others to discriminate or bully due to victim's race, disability, gender or sexual orientation;
- Discriminatory comments in the course of discussion;
- Attempts to recruit others to discriminatory organisations and groups;
- Ridicule of an individual for difference e.g. food, music, religion, dress etc;
- Refusal to co-operate with other people on grounds of race, gender, disability or sexual orientation.

### **Responding to and reporting incidents**

It should be clear to pupils and staff how they report incidents. All staff, teaching and non-teaching, should view dealing with incidents as vital to the well-being of the whole school.

Procedure for responding and reporting is outlined below:



## 16. Equality Objectives / Action Plan

In order to identify equality objectives, consideration is given to the potential impact of school practice in terms of:

- Gender
- Race
- Disability
- Religious belief
- Age refers to employment and providing services to wider public
- Sexual orientation
- Pregnancy and Maternity
- Gender reassignment
- Marriage and Civil Partnership refers to staff when considering employment issues
- Socio-economic background

Consideration is also given to the following data:

- Attainment tracker
- EYFS Profile
- Phonics screening
- KS1 SATs
- KS2 SATs
- Termly Pupil Centred Reviews
- PEP's

The evidence is then analysed in order to choose objectives that will:

- promote equality of opportunity for members of identified groups
- eliminate unlawful discrimination, harassment and victimisation
- foster good relations between different groups

## 17. Accessibility Plan

The aim of the accessibility plan is, over time, to increase the accessibility of provision for all pupils, staff and visitors to the school. The accessibility plan will contain relevant actions to:

- Improve access to the **physical environment** of the school, adding specialist facilities as necessary. This covers improvements to the physical environment of the school and physical aids to access education.
- Increase access to the **curriculum** for all groups of pupils. For example, this may include expanding the curriculum as necessary to ensure that pupils with a disability are as equally prepared for life as are the able-bodied pupils. This covers teaching and learning and the wider curriculum of the school such as participation in after-school clubs, leisure and cultural activities or school visits. It also covers the provision of specialist **aids and equipment**, which may assist these pupils in accessing the curriculum.

- Improve the delivery of **written information** to all groups of pupils, staff, parents and visitors. Examples might include handouts, timetables, textbooks and information about the school and school events. The information should be made available in various preferred formats within a reasonable time frame.

### **18. Review of progress and impact**

The Plan has been agreed by our *Governing Body*. We have a rolling programme for reviewing our school policies and their impact. In line with legislative requirements, we will review progress against our Equality Plan and review the entire plan and accompanying action plan on a three year cycle.

We make regular assessments of pupils' learning and use this information to track pupil progress. As part of this process, we regularly monitor achievement by ethnicity, gender and disability, to ensure that all groups of pupils are making the best possible progress, and take appropriate action to address any gaps.

### **19. Monitoring Impact**

- The school will collect and analyse evidence and data on children's achievement, attendance and participation by race, gender and disability, and use this to inform strategies to raise achievement;

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Key	Protected Characteristics						
	R = Race    D = Disability    G = Gender    RB = Religion or Belief    SO = Sexual Orientation    A = Age    O = Other						
	Aims of the Equality Duty						
	1 = Eliminate unlawful discrimination		2 = Advance equality of opportunity		3 = Foster good relations		
	Equality Objective	Success Criteria	Tasks	People Responsible	Timescale	Resources	Training / Development
Equality and Excellence for all	<p>To promote equality and tackle discrimination</p> <p>R, D, G, RB, SO, A, O</p> <p>1, 2, 3</p>	<p>Children interact with people from different backgrounds and build positive relationships, including links with different schools and communities.</p> <p>Displays of pupils work in classrooms and corridors demonstrates their understanding of diversity in terms of race, gender and ethnicity.</p> <p>Children participate in a range of cultural events throughout the year and in so doing have improved awareness and understanding of different communities e.g. Diwali, Eid, Christmas.</p>	<p>Regular, annual review of the policy, following consultation/discussion with stakeholders</p> <p>Any discriminatory incident to be formally recorded and reported termly to the GB.</p> <p>Continue to develop links with schools / organisations with a different ethnic and cultural backgrounds to our own.</p> <p>Curriculum enrichment activities - visit to places with a variety of cultural and ethnic backgrounds.</p> <p>Termly meetings to be held HT / DHT and teachers to assess children's progress, identify any barriers to learning that may have been created by race, gender, disability (SEN &amp; G&amp;T) and background and then plan and carry out interventions as appropriate. These interventions are then to be monitored under the same process.</p>	GB / SLT	Ongoing	Staff Meetings	TBD

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<p>Teaching, Learning and Curriculum</p>	<p>To ensure that the needs of all children, including vulnerable children are met and they are not disadvantaged due to their gender, race, religious belief, disability etc (this includes all protected characteristics).</p> <p>R, D, G, RB, SO, A, O</p> <p>1, 2, 3</p>	<p>All children make good progress in the basic skills.</p> <p>All pupils are given the opportunity to make a positive contribution to the life of the school e.g. through involvement in the School Council, Ethos Group, class assemblies, fund raising etc.</p> <p>The curriculum promotes role models and heroes that young people positively identify with, which reflects the school's diversity in terms of race, gender and disability.</p> <p>Classrooms are optimally organised to promote the participation and independence of all pupils.</p>	<p>Vulnerable children to be tracked in each class and throughout the school.</p> <p>Termly Pupil Progress meetings to be held and issues surrounding protected characteristics including socio economic background to be monitored and necessary interventions to be put in place</p> <p>Discriminatory incidents to be reported in line with Oldham guidelines</p> <p>Incidents of bullying behaviour to be reported in line with the anti bullying policy</p> <p>Ensure that differentiation is carried out in all classes in line with the Teaching and Learning Policy</p> <p>Regular termly Pupil Centred Review meetings to be held to review children's progress, monitor interventions and set new targets</p> <p>Regular discussions between the SENCo and the Ed Psych to take place to identify how best to meet Action Plus and Statemented children's needs</p> <p>Outside Agencies to be invited into school when it has been identified that their expertise is required in order for the child to progress.</p>	<p>GB / SLT</p>	<p>Ongoing</p>	<p>Staff Meetings</p>	<p>TBD</p>
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## St Mary's CE Primary School – Equality Action Plan 2017/2018

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Community, Engagement and Extended Services</p>	<p>To ensure that the <i>Governing Body</i> of the school reflects the composition and views of the wider community</p> <p>R, D, G, RB, SO, A</p> <p>1, 2, 3</p>	<p>All stakeholders feel represented by the <i>Governing Body</i></p>	<p>Actively seek to recruit people from a range of backgrounds to the <i>Governing Body</i>.</p>	<p>GB / SLT</p>	<p>Ongoing</p>	<p>Literature</p>	<p>TBD</p>
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# St Mary's CE Primary School – Equality Action Plan 2017/2018

## St Mary's CE Primary School: Accessibility Plan 2017 - 2020

A. Gathering Information					
Target	Actions	2017 - 2018	2018 - 2019	2019 - 2020	Responsibility
To implement and maintain a monitoring system to support pupils with a disability	<ul style="list-style-type: none"> <li>Maintain a register of children with a disability</li> </ul>				<ul style="list-style-type: none"> <li>SENCo</li> </ul>
	<ul style="list-style-type: none"> <li>Monitor patterns of attendance</li> </ul>				<ul style="list-style-type: none"> <li>HT/DHT/EWO</li> </ul>
	<ul style="list-style-type: none"> <li>Monitor participation in off-site activities and residential visits</li> </ul>				<ul style="list-style-type: none"> <li>Teachers</li> </ul>
	<ul style="list-style-type: none"> <li>Record and monitor pupil achievements through home/school books, termly pupil centred review meetings, provision maps and pupil progress meetings</li> </ul>				<ul style="list-style-type: none"> <li>HT/Teachers</li> </ul>
To ensure the needs and aspirations of groups of users are met and understood	<ul style="list-style-type: none"> <li>Carry out parent, pupil, stakeholder questionnaires / discussions to seek the views of those with disabilities</li> </ul>				<ul style="list-style-type: none"> <li>HT/Govs</li> <li>SENCo</li> </ul>
	<ul style="list-style-type: none"> <li>Enable potential pupils with disabilities to view the school and identify any changes that may be required.</li> </ul>				<ul style="list-style-type: none"> <li>HT/Govs</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure hirers are aware of provision for disabled</li> </ul>				<ul style="list-style-type: none"> <li>HT/Govs</li> </ul>

B. Increasing the extent to which disabled pupils have access to the school curriculum					
Target	Actions	2017 - 2018	2018 - 2019	2019 - 2020	Responsibility
To ensure the school develops children's awareness of disability	<ul style="list-style-type: none"> <li>Review PHSE curriculum to ensure disability awareness is taught effectively</li> </ul>				<ul style="list-style-type: none"> <li>PSHE Lead</li> </ul>
	<ul style="list-style-type: none"> <li>Provide opportunities for children to meet with people with a variety of disabilities</li> </ul>				<ul style="list-style-type: none"> <li>PSHE &amp; PE Lead, Sports Development</li> </ul>
	<ul style="list-style-type: none"> <li>Review provision in other areas of the curriculum e.g. PE</li> </ul>				<ul style="list-style-type: none"> <li>Subject Leaders</li> </ul>
	<ul style="list-style-type: none"> <li>Purchase books and other resources that promote positive images of disability</li> </ul>				<ul style="list-style-type: none"> <li>Literacy leader &amp; Subject Leaders</li> </ul>

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	<ul style="list-style-type: none"> <li>• Invite disabled speakers/visitor to school assemblies events</li> </ul>				<ul style="list-style-type: none"> <li>• HT/ DHT/ Teachers</li> </ul>
To ensure pupils have full access to trips and extra curricular activities	<ul style="list-style-type: none"> <li>• Risk assessment prior to trips</li> </ul>				<ul style="list-style-type: none"> <li>• HT/Govs/ Teachers</li> </ul>
	<ul style="list-style-type: none"> <li>• Plan trips and activities with parents to ensure access</li> </ul>				<ul style="list-style-type: none"> <li>• Teachers</li> </ul>
	<ul style="list-style-type: none"> <li>• Provide support for pupils to ensure they can access out of hours activities</li> </ul>				<ul style="list-style-type: none"> <li>• Teachers</li> </ul>
To ensure staff are appropriately trained	<ul style="list-style-type: none"> <li>• Ensure that staff are able to identify and cope with children with disabilities such as dyslexia, ADHD, diabetes etc.</li> </ul>				<ul style="list-style-type: none"> <li>• HT/SENCo</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure Teachers, TAs and Governors have access to specific training for disability issues e.g. moving and handling training.</li> </ul>				<ul style="list-style-type: none"> <li>• HT/SENCo</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure that all staff can differentiate the curriculum and are aware of SEN resources.</li> </ul>				<ul style="list-style-type: none"> <li>• HT/SLT</li> </ul>

### C. Improving the physical environment of the school to increase the extent to which disabled pupils and adults can take advantage of education and associated services

Target	Actions	2017 - 2018	2018 - 2019	2019 - 2020	Responsibility
To provide appropriate access to all users	<ul style="list-style-type: none"> <li>• Seek information on the needs of users and pupils</li> </ul>				<ul style="list-style-type: none"> <li>• HT/Govs</li> </ul>
	<ul style="list-style-type: none"> <li>• Improve access to toilets for wheelchair users and those with mobility issues e.g. hoists if appropriate</li> </ul>				<ul style="list-style-type: none"> <li>• Govs</li> </ul>
	<ul style="list-style-type: none"> <li>• Provide aids for those who are visually impaired if appropriate</li> </ul>				<ul style="list-style-type: none"> <li>• Govs</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure all external provision can be accessed by all pupils / adults</li> </ul>				<ul style="list-style-type: none"> <li>• Caretaker</li> </ul>
	<ul style="list-style-type: none"> <li>• Annual Risk Assessment for wheelchair use as required</li> </ul>				<ul style="list-style-type: none"> <li>• HT</li> </ul>
To ensure that disabled adults are considered equally with others for posts	<ul style="list-style-type: none"> <li>• To welcome all applicants for teaching and TA posts</li> </ul>				<ul style="list-style-type: none"> <li>• Govs/HT</li> </ul>
	<ul style="list-style-type: none"> <li>• To encourage all members of the community to consider becoming a Governor</li> </ul>				<ul style="list-style-type: none"> <li>• Govs/HT</li> </ul>

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in the school					
To ensure that all pupils and adults with disabilities understand evacuation procedures	<ul style="list-style-type: none"> <li>To improve signage</li> </ul>				<ul style="list-style-type: none"> <li>HT/Staff</li> </ul>
	<ul style="list-style-type: none"> <li>Ensure that all disabled pupils understand fire notices and have their own bespoke evacuation plan that is annually updated</li> </ul>				<ul style="list-style-type: none"> <li>HT/SENCo</li> </ul>
	<ul style="list-style-type: none"> <li>Continue to ensure that visitors indicate if they will need assistance during an evacuation (as indicated on visitor badges)</li> </ul>				<ul style="list-style-type: none"> <li>Admin staff</li> </ul>

### D. Making written information accessible to pupils in a range of different ways

Target	Actions	2017 - 2018	2018 - 2019	2019 - 2020	Responsibility
To review information to parents/carers to ensure it is accessible	<ul style="list-style-type: none"> <li>Ask parents/carers about access needs when a child is admitted to the school</li> </ul>				<ul style="list-style-type: none"> <li>HT/Staff</li> </ul>
	<ul style="list-style-type: none"> <li>Ask parents/carers and children about access to information in review meetings</li> </ul>				<ul style="list-style-type: none"> <li>Teachers/SENCo</li> </ul>
To increase support for parents of children with a disability	<ul style="list-style-type: none"> <li>Ensure that the school prospectus explicitly welcomes children with SEND</li> </ul>				<ul style="list-style-type: none"> <li>Govs/HT</li> </ul>
	<ul style="list-style-type: none"> <li>Encourage parents of children with a disability to support their children's education</li> </ul>				<ul style="list-style-type: none"> <li>Everyone</li> </ul>
To help children become more aware of their own learning styles and access needs	<ul style="list-style-type: none"> <li>Give children opportunities to experience different learning styles</li> </ul>				<ul style="list-style-type: none"> <li>Teachers</li> </ul>
	<ul style="list-style-type: none"> <li>Encourage children to define their preferred learning styles</li> </ul>				<ul style="list-style-type: none"> <li>Teachers</li> </ul>



