



Manor Junior School  
Accessibility plan for disabled pupils



Reviewed: September 2007  
 Governor Review: March 2008  
 Next Review: Spring 2009

**SECTION 1: How does your school deliver the curriculum?**

Question	Yes	No	Comment
Do you ensure that teachers and teaching assistants have the necessary training to teach and support disabled pupils?	✓		<ul style="list-style-type: none"> <li>• Weekly meetings</li> <li>• Regular training reviews held - CPD</li> <li>• Teachers of the deaf</li> <li>• Moving &amp; Handling course as appropriate</li> <li>• Liaison with occupational therapy and physio's as appropriate</li> </ul>
Are your classrooms optimally organized for disabled pupils?	✓		<ul style="list-style-type: none"> <li>• HIU</li> <li>• Soundfield systems</li> <li>• Differentiated seating &amp; grouping</li> <li>• 4 acoustically refurbished classrooms.</li> <li>• Accessibility considered in planning classroom allocations annually</li> </ul>
Do lessons provide opportunities for all pupils to achieve?	✓		<ul style="list-style-type: none"> <li>• Differentiated tasks</li> <li>• LSA support in all classes</li> <li>• Individual and group support programmes</li> <li>• Weekly SEN reviews</li> <li>• Monitoring programme in place</li> <li>• Radio aids for HIC</li> <li>• CPD programme established</li> </ul>
Are lessons responsive to pupil diversity?	✓		<ul style="list-style-type: none"> <li>• SENCO employed</li> <li>• HEMAS Support</li> </ul>
Do lessons involve work to be done by individuals, pairs, groups and the whole class?	✓		<ul style="list-style-type: none"> <li>• See teaching &amp; learning Policy</li> </ul>
Are all pupils encouraged to take part in music, drama and physical activities?	✓		<ul style="list-style-type: none"> <li>• Full curriculum offered to all pupils - some tailoring to meet specific needs accordingly</li> </ul>
Do staff recognise and allow for the mental effort expended by some disabled pupils, for example using lip reading?	✓		<ul style="list-style-type: none"> <li>• Yes - HIU offer annual training for staff and awareness raising</li> <li>• SEN review &amp; developments</li> </ul>



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Do staff recognise and allow for the additional time required by some disabled pupils to use equipment in practical work?	✓		<ul style="list-style-type: none"> <li>• LSA support</li> <li>• Regular CPD</li> </ul>
Do staff provide alternative ways of giving access to experience or understanding for disabled pupils who cannot engage in particular activities, for example some forms of exercise in physical education?	✓		<ul style="list-style-type: none"> <li>• Yes - alternative activities to support skill development eg sports</li> <li>• Spoken rather than tape recording used</li> </ul>
Do you provide access to computer technology appropriate for students with disabilities?	✓		<ul style="list-style-type: none"> <li>• Yes - individual laptops used as appropriate</li> </ul>
Are school visits, including overseas visits, made accessible to all pupils irrespective of attainment or impairment?	✓		<ul style="list-style-type: none"> <li>• Yes subject to adequate staffing support and unless the impairment is likely to affect the health and safety of any participant.</li> </ul>
Are there high expectations of all pupils?	✓		<ul style="list-style-type: none"> <li>• See teaching and learning policy</li> </ul>
Do staff seek to remove all barriers to learning and participation?	✓		<ul style="list-style-type: none"> <li>• Risk assessments.</li> </ul>



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**SECTION 2: Is your school designed to meet the needs of all pupils?**

Question	Yes	No	Comment
Does the size and layout of areas, including all academic, sporting, play, social facilities; classrooms, the assembly hall, canteen, library, gymnasium and outdoor sporting facilities, playgrounds and common rooms - allow access for all pupils?		✓	<ul style="list-style-type: none"> <li>• Areas for improvement identified eg ramp access to all lower classrooms, modification of disabled toilet - access.</li> <li>• Upstairs classrooms not accessible by all</li> <li>• Ramp from car park needed</li> <li>• Easier access front door</li> </ul>
Can pupils who use wheelchairs move around the school without experiencing barriers to access, such as those caused by doorways, steps and stairs, toilet facilities and showers?		✓	<ul style="list-style-type: none"> <li>• As above.</li> </ul>
Are pathways of travel around the school site and parking arrangements safe, routes logical and well signed?		✓	<ul style="list-style-type: none"> <li>• School grounds development plan in place and school working with the landscape architects.</li> <li>• Infant access route - poor signs and lack of pathways for pedestrians</li> <li>• Safe routes to school project / school travel plan</li> </ul>
Are emergency and evacuation systems set up to inform all pupils with SEN and disability; including alarms with both visual and auditory components?	✓		<ul style="list-style-type: none"> <li>• Upgraded alarm system, 2005.</li> <li>• Fire safety / health and safety policies in place.</li> <li>• Evacuation procedures in place</li> </ul>
Are non-visual guides used, to assist people to use buildings including lifts with tactile buttons?		✓	<ul style="list-style-type: none"> <li>• Access bid applied for.</li> </ul>
Could any of the décor or signage be considered to be confusing or disorientating for disabled pupils with visual impairment, autism or epilepsy?	✓		<ul style="list-style-type: none"> <li>• Access bid applied for.</li> <li>• School refurbishment programme in place and colour contrasts being implemented</li> </ul>
Are areas to which pupils should have access well lit?	✓		<ul style="list-style-type: none"> <li>• Generally.</li> <li>• Seeking advice on outside lighting</li> </ul>
Are steps made to reduce background noise for hearing impaired pupils such as considering room's acoustics, noisy equipment?	✓		<ul style="list-style-type: none"> <li>• 4 classes fully refurbished 2007. Other classes to be refurbished 2008.</li> </ul>
Is furniture and equipment selected, adjusted and located appropriately?	✓		<ul style="list-style-type: none"> <li>• Furniture adapted according to needs of all pupils.</li> <li>• Annually reviewed.</li> </ul>



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**SECTION 3: How does your school deliver materials in other formats?**

Question	Yes	No	Comment
Do you provide information in simple language, symbols, large print, on audiotape or in Braille for pupils and prospective pupils who may have difficulty with standard forms of printed information?	✓		<ul style="list-style-type: none"><li>• This is considered as appropriate. New signage around school being implemented.</li></ul>
Do you ensure that information is presented to groups in a way which is user friendly for people with disabilities eg reading aloud overhead projections and describing diagrams?	✓		<ul style="list-style-type: none"><li>• Use of soundfield systems.</li><li>• Repeating statements from other pupils to HIU pupils via soundfield systems.</li><li>• Radio aids</li></ul>
Do you have the facilities such as ICT to produce written information in different formats?	✓		<ul style="list-style-type: none"><li>• Access to Hemas services and outside agencies</li></ul>
Do you ensure that staff are familiar with technology and practices developed to assist people with disabilities?	✓		<ul style="list-style-type: none"><li>• Annual training from HIU</li></ul>



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Self-Evaluation Audit

Question	Yes	No	Comment
Is there visitor parking within the school site? If yes - does it include parking bays for disabled drivers? If no - can a vehicle get close to the main entrance to allow a disabled person to be dropped off?	✓	✓ ✓	<ul style="list-style-type: none"> <li>Parking issues being addressed through school grounds plan / landscape project / children centre programme</li> </ul>
Is the access route from the site entrance suitable for wheelchair users? If there are ramps / steep gradients on the route are they suitable for wheelchair users?	✓ ✓		<ul style="list-style-type: none"> <li>Kerb issues needs addressing</li> </ul>
Is there level access at the main school entrance? Is the main school entrance suitable for wheelchair access? Can a wheelchair user open the entrance door independently? Does reception counter have max 800mm height? An induction loop for hearing aid users? Seating with arm & back support?	✓ ✓ ✓ ✓	✓ ✓ ✓	<ul style="list-style-type: none"> <li>Front door very heavy to open.</li> <li>High counter.</li> <li>No hearing aid loop.</li> <li>Variety of seating being introduced</li> </ul>
Do routes between buildings provide independent access for wheelchair users?		✓	<ul style="list-style-type: none"> <li>Annexe entrance difficult.</li> </ul>
What proportion of building entrances have level access for wheelchair users?			<ul style="list-style-type: none"> <li>Approximately 50%</li> </ul>
How easy is it to adapt entrances which are not currently wheelchair accessible?	✓		<ul style="list-style-type: none"> <li>All doors replaced for easy access 2007. Ramps and handrails need introducing.</li> <li>Exits need to be tested by wheelchair users to test ease of use.</li> </ul>
Is there level access to all unique outdoor areas?		✓	<ul style="list-style-type: none"> <li>Not even surfaces from playground to field or playground to school.</li> </ul>
Does your school have a WC which meets criteria? Unisex Cubicle size 1.5m wide x 2m deep (preferred 2.2m deep) Outward opening door with minimum 850mm clear opening width Unobstructed space to at least one side of pan for transfer from a wheelchair A wash hand basin with lever-type tap within reach of seated position on pan Easily distinguished emergency alarm pull cord extending to the floor	✓ ✓ ✓ ✓ ✓	✓ ✓	<ul style="list-style-type: none"> <li>Access needs reviewing no outward opening door - restricting access. Door width also a concern.</li> <li>Access bid in place.</li> </ul>



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<p>Is there an automatic fire alarm? (smoke detectors linked to fire alarm)</p> <p>What proportion of your building(s) are easy to evacuate by people in wheelchairs?</p>		✓	<ul style="list-style-type: none"> <li>Smoke detectors not linked to alarm though in accordance with county policy. New initiative in place.</li> <li>70%</li> </ul>
<p>Does your Emergency Evacuation Plan include a strategy for evacuating disabled pupils, staff, visitors and community users?</p> <p>If you have upper floors are there means to ensure the evacuation of people with mobility impairments?</p>	✓	✓	<ul style="list-style-type: none"> <li>Reviewed 2007 and to be reviewed annually.</li> <li>Upper classrooms are not accessed by people with mobility impairments.</li> </ul>
<p>Are internal circulation routes adequate for wheelchair users?</p>	✓		<ul style="list-style-type: none"> <li>Need to monitor deliveries as this can impede access within reception area.</li> </ul>
<p>What proportion of all teaching areas including: library, ICT, music / drama, Hall &amp; stage are accessible to wheelchair users?</p>	✓		<ul style="list-style-type: none"> <li>50% - 6 upper classrooms &amp; annexe inaccessible.</li> </ul>
<p>How practical is it to adapt any existing level changes?</p>	✓		<ul style="list-style-type: none"> <li>Easy.</li> </ul>
<p>What proportion of doors into teaching areas are suitable for wheelchair users?</p>	25%		<ul style="list-style-type: none"> <li>70%</li> </ul>



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**ACCESS PLAN 2006 - 2009**  
**SHORT TERM ACTIONS**



	Targets	Strategies	Outcome	Timeframe	Goals achieved
Short Term Actions	1. Annual training on supporting HI pupils and use of soundfield systems.	Staff meeting time - TOD	All teaching areas fitted with infrared soundfield systems to aid HI pupils.	Autumn 2007	Achieved - ongoing
	2. Weekly meetings with teaching assistants to undertake SEN training and establish pupil support programmes	Weekly staff meeting opportunities	Fully trained teaching assistants with specific skills fully utilised.	On-going	Achieved - ongoing
	3. Identify training programmes in accordance with SEN pupil needs as and when they arise e.g. moving and handling courses	CPD review in accordance with pupils needs.	Training provided to assist with the integration and inclusion of all pupils.	On-going CPD Budget £1000	Achieved - ongoing
	4. Review and update emergency evacuation plans in regard to HI pupils and those with physical disabilities	SLT meeting and feedback to staff and governors.	Clear evacuation plans and procedures understood by all staff and pupils.	October 2007	Annual review
	5. New entrance and welcome signing (with Braille)	Access bid 2007/08	Clear signing identifying entrance and welcome area	Summer 2008 £400	
	6. Clear directional signing on site.	Access bid 2007/08	New directional signing around site.	Summer 2008 £1000	
	7. Improved security fencing around playground and access pathways.	Devolved Budget 07/08 Children centre implementation budget	Robust appropriate fencing around playground and pathways - from back fence to front	Spring 2008 £4,000	Partially achieved - one section left
	8. New crossing gate and fencing alongside infant access road to ensure safety to all pedestrians and pupils on site.	Security Bid Devolved Budget 07/08 Children centre implementation budget	Access entrance gate for pedestrians and vehicles to be replaced.	Autumn 2007 £8,000	
	9. Improved lighting around pathways and internal road ways.	Security Bid	New lighting around pathways and visibility for evening users / CCTV	Summer 2008 £2,000	
	10. Annual review SEN / HIU policy / Inclusion policy to consider curriculum accessibility for all.	SEN advisor support time and advice. Review policy in accordance with new initiatives - share with staff and governors.	Updated policy - reflecting inclusion and accessibility	Summer 2008	
	11. Review and reprint school brochure and promotional leaflets	School budget	Brochure clear and self-explanatory with clear directions / maps of school location and contact procedures	Summer 2008 £3,000	Achieved
	12. Fire doors to have quick release mechanisms added to ensure they shut appropriately.	School budget	All fire doors are quick release and shut effectively.	Summer 2008 £1000	DELAYED to 2010



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### MEDIUM TERM ACTIONS

	Targets	Strategies	Outcome	Timeframe	Goals achieved
<b>Medium Term Actions</b>	1. New ceiling tiles, decorating and furniture in middle and end block classrooms. Aiding accessibility to activities by Hearing Impaired pupils. Non-glare lighting in classrooms.	Devolved budget / access grant to replace ceiling tiles and introduce non-glare lighting.	Better acoustics and greater noise reduction in classrooms. Improved accessibility to curriculum for all pupils in classrooms.	Autumn 2008 £80,000	Middle block achieved
	2. Improved ICT facilities to ensure equal access for all pupils. Adaptations and appropriate software to ensure inclusion and access to all curriculum	SEN budget Access grant 2007/08	SEN / GAT pupils to be supported through appropriate curriculum software and ICT access. Improved pupil progress scores.	Summer 2008 £2,000	Achieved
	3. Complete emergency evacuation systems to ensure emergency lighting controls are in place.	County advice and budget - Peter Banfield. As with 1 above.	Improved emergency lighting in place.	Summer 2008 £1,000	Achieved
	4. Improved ramps and accessibility on all outside entrances to school buildings.	Access bid grant 07/08 Devolved budget	Ramps and handrails adjacent to all exit and entrance doors.	Autumn 2008 / Spring 2009 £5,000	Partially achieved - hall access pathway / Ramp improved
	5. Modify disabled toilet facilities to ensure comfortable wheelchair access.	Access Bid 2007/08. County advice. Seek LEA advice for funding.	Adequate wheelchair access for designated disabled toilet facility.	Spring 2009 £5,000	
	6. Improved staff toilet facilities in school.	Devolved Budget.	Toilets upgraded and improved for all staff usage.	Summer 2009 £20,000	
	7. Appropriate seating for waiting area in entrance.	LA Funding / Devolved budget	Revamped waiting area in entrance.	Summer 2009 £1,000	
	8. Outdoor play facilities and sensory garden suitable for all pupils	Landscape project Fundraising / Devolved capital	Improved playground facilities. New sensory garden established	2007 - 2008 £20,000	Achieved
	9. Establish refuse storage containers to free up parking space.	County advices and designer. School devolved budget.	Secure storage facilities for refuse bins established and in use.	Summer 2008 £6,000	Stage 1 achieved
	10. Remark parking lines and establish a designated disabled parking space.	County advice. School travel bid.	Parking spaces and disabled parking space clearly identified and marked.	Autumn 2008 £3,000	Achieved
	11. Lowering of entrance intercom system	County contractors	Intercom accessible by wheelchair users.	Summer 2008 £1,000	



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### LONGER TERM ACTIONS

	Targets	Strategies	Outcome	Timeframe	Goals achieved
Long Term Actions	1. Dual height welcome counter in front of entrance office	Access bid	New entrance design and counter	2009 - 2010 £2,000	
	2. Develop school pathways around site and buildings to ensure full wheelchair and pedestrian access.	Children centre project / Devolved capital	Complete safe even pathways with wheelchair ramps around the whole school site.	2008 - 2009 £7,000	Partially achieved
	3. Appropriate and accessible parking on school site and around neighbourhood. Suitable passing area along driveway.	Children centre project Safe routes to schools Fundraising / Devolved capital.	Improved parking facilities. Designated disabled parking areas.	2008 - 2009 £10,000	
	4. Access Road crossing to be raised, visually improved, signposted and barrier in place.	Children centre project.	Improved crossing facilities to ensure safe play areas for all pupils including HI and VI pupils	Summer 2008 £5,000	Achieved
	5. Relocate school entrance and office area with improved access areas.	Seek LEA funding to relocate school office and entrance area in light of redeveloped front playground.	New access area suitable for all pupils, staff, parents and visitors.	2010 -2011 £50,000	
	6. Appropriate and robust seating areas around school site - different heights to accommodate different age groups.	PTA / Fundraising / sponsorship / Devolved capital	Seating areas in place around school site.	2008 - 2009 £2,000	
	7. Accessible PE garage and kiln room.	Seek LEA funding and advice. Fund-raising projects	Appropriate accessible storage on school site. Kiln room that meets current legislation.	2010- 2011 £5,000	New storage container in place
	8. Improved reception induction loop and signage	LEA funding / Access bid	Induction loop in place and welcoming signage in school entrance area	2009 - 2010 £3,000	
	9. Modify annexe entrance area to accommodate wheelchair access and add security keyfob access	Access bid / Devolved budget to be used. County recommendations sought.	New access for annexe suitable for wheelchairs	Autumn 2009 £3,000	
	10. Cover swimming pool to enable all-round access and use by all pupils.	Devolved budget	All pupils utilising swimming facilities throughout the year.	Summer 2009 £35,000	



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11. Fill in spaces on stairwell balustrades.	Devolved budget Access Bid 2008/09	Stairwells are boxed minimising risks of accidents and fulfilling legal requirements.	2009-2010	
12. Enlarged, redecorated staff room, Head's office and general office facilities including acoustic tiling, improved lighting and new furniture. Explore possibility of staff shower facilities.	Devolved budget. County architect and support.	Staff facilities improve working conditions and meet accessibility needs of all.	2010-2011 £80,000	Grant received



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