



Highfields School

BE THE BEST YOU CAN



### Accessibility of the Curriculum

Action and Intended Impact	Timelines and Milestones – who, what , when	Resources	Monitoring and Evaluation
Literacy Developments	<p>Review and restructuring of literacy intervention, introduction of Lexia for all year groups so students can access literacy intervention at home as well as in school – closer tracking of data shared with departments.</p> <p>Raising the profile of whole-school literacy through form time projects and review of the form programme.</p> <p>Plan for Reading a Big 3 Project from September 2024 for all staff.</p>	<p>Learning support dept and staffing</p> <p>Form time activities</p>	<p>MJH has strategic oversight to evaluate impact of sessions</p> <p>Student and staff voice throughout the process</p> <p>Robust form time learning walks fortnightly to look at the impact of Word Power and Article of the Week</p>
Structuring curriculum choices around individual needs	<p>Review KS4 offer – look to build more quality alternatives to GCSEs if appropriate – e.g NCFE, BTEC, Cambridge Technical; option support removed – Study Plus which offers more skills in English, maths and science with subject specialists</p> <p>Ensuring access arrangement practices are robust and tracked/monitored prior to students completing examinations – new process implemented and designed</p> <p>Introduction of provision mapping software has allowed for greater tracking and sharing of information for individual learning needs with staff; formulation of IPPs and accessibility to key learning documents for staff such as EHCPs, Educational Psychologist Reports etc.</p>	<p>CLM/PCO research and planning time; research at high attaining schools</p> <p>Testing materials; time for SFI</p> <p>Provision map software</p>	<p>Discussions have taken place regarding the options available for students from Sept. 2019 – introduction of BTEC qualifications as a result</p> <p>MJH, LD, HWE, KB to work with SFI and subject teachers, tracking and monitoring AA in place</p> <p>MJH/KB to review, revise and update regularly</p>

Introduce new Supporting Students with medical conditions policy + additional guidance on asthma	EMET policies adopted October 2021. Additional asthma guidelines published June 2018. Links to this within the attendance policy March 2019 AMA/MJH – attendance policy due review July 2024 NHS diabetes and epilepsy management training arranged for relevant staff. Epipen training being arranged on site for September 2024.	Policies and support from healthcare on Epipens etc.	NHS guide the school on diabetic training for individual students as required. DP arranging NHS and in-house epipen training. MJH/KB to ensure all care plans are up to date
Training on Disability Discrimination Act –ensure staff understand duties to promote accessibility of curriculum, including trips and visits	Training on Adaptive Teaching has been delivered to all staff to avoid OSFA. Big 3 September 2024 has Adaptive Teaching as a key strand.	MJH planning time; whole staff CPD time	MJH to quality assure in lessons through drop-ins / learning walks DP/MJH to spot check external visits to ensure they are accessible
Longer term: Science Labs – to make A level Science curriculum fully accessible	RYA (Head of Science) to lead on requirements with support from CLM as previous HOD. This would be part of a project from EMET capital resources with support from D Peet/CLM.	RYA/CLM/EMET	RYA / CLM to feedback at SLT regarding any changes to facilities

Accessibility of the Physical Environment			
Action and Intended Impact	Timelines and Milestones – who, what , when	Resources	Monitoring and Evaluation
Improvements on Lumsdale site to make environment more accessible for visually impaired students – <ul style="list-style-type: none"> <li>Extending handrails at various locations</li> <li>Yellow tracks throughout school</li> <li>Marking on edge of stairs</li> <li>Markings on posts in coffee bar</li> </ul>	DCC work – improvements identified July 2017  Markings completed Sept 2018  Handrails completed Sept 2018	DCC funding	Site staff to check markings and handrails still suitable. DP added to Site Manager/ caretaker work schedule – Jan 2023 (to be recorded). Will update MJH/KB on progress after February half-term.
Accessibility of 6 <sup>th</sup> form <ul style="list-style-type: none"> <li>Wheelchair access to Computer space in 6<sup>th</sup> form</li> <li>Platform lift to be installed</li> <li>Wider access into canteen</li> </ul>	Programme of works discussed and commissioned with DCC. Changes to ICT / study area to be completed within school Wheelchair access to computer space deemed impractical. Rise and fall desk in library gives the same, if not better, provision.	DCC funding	Work carried out for DCC was not fit for purpose due to there being no automatic door on leaving the platform lift and incorrect doors fitted to toilets. Platform lifts too expensive to

<ul style="list-style-type: none"> <li>• Accessible toilet / space in existing canteen staff changing space</li> </ul>	<p>Platform lift – installed but student left prior to completion. DCC unable to remove due to cost. Door from lift to corridor not suitable for wheelchair user. DCC did not build this into the scheme.</p> <p>Wider access to canteen completed Sep 2018.</p> <p>Accessible toilet completed Sep 2018.</p>		<p>remove so remain in place at the present time. Also, new toilet in old canteen staff area is not fit for purpose as the toilet does not function correctly and there isn't enough room for a wheelchair to turn around. DP has raised these issues with DCC but they are not changing anything. No wheelchair users as at May 2024 so this is not currently a major issue.</p>
<p>Accessibility of Reception at Lumsdale – needs a ramped access</p>	<p>DP meeting DCC surveyors 3/7/18 – no ramp was supplied. To re-visit with EMET.</p> <p>Ensure at least one space at both sites is reserved for disabled parking for ease of access</p> <p>Staff in reception to welcome visitors to ease the signing in process with clear communication structures to get visitors to where they need to be</p>	<p>DCC funding</p> <p>Site team time and maintenance</p> <p>Signing in book, effective comm system</p>	<p>DP/AW/MJH to liaise with EMET on providing an access ramp into visitors' Reception. DP emailed AW 10.1.23 to try to resurrect with EMET. No further progress on this – to follow up with EMET.</p> <p>Review of system yearly to explore any alternatives</p>
<p>Regular practice of Evacuation procedures</p>	<p>To be built into Learning Support training on a termly basis – TA team Leaders</p> <p>Lumsdale: Evac chair in Art, Evac mat in Science – not currently required as at May 2024 so training and maintenance on hold.</p> <p>Starkholmes: Evac mats on 2 upper floors not currently required as at May 2024 so training and maintenance on hold.</p> <p>PEEPs in place as required for specific staff and students.</p>		<p>MJH/DP to review evacuation plans and procedures</p> <p>Meeting set up to review PEEPs and procedures Jan 2023.</p>
<p>Check any queries arising from extensive Accessibility audit:</p> <ul style="list-style-type: none"> <li>• Handrails</li> <li>• Adequate lighting in car parks</li> <li>• Ramps and stairs</li> <li>• Clearance for wheelchairs</li> </ul>	<p>DP to work with site staff to complete checks.</p>	<p>Site staff to complete regular documented checks.</p>	

<ul style="list-style-type: none"> <li>• Doors / door handles easily distinguishable?</li> <li>• Door closure action</li> <li>• Availability of remote controls for doors</li> </ul>			
<p>Complete checks on both sites to ensure existing provisions to promote accessibility are in place / in working order:</p> <ul style="list-style-type: none"> <li>• Lifts / platform lifts</li> </ul>	<p>Maintenance programme – lifts serviced by: Lumsdale: Access ETC. Library and D&amp;T lifts problematic. Starkholmes: platform – Access ETC; passenger – Stannah. Insurance checks carried out by Ashdale Engineering.</p>	<p>Ongoing maintenance from lift companies and time from GN to liaise with said companies</p>	<p>Plan needed for future provision including funding.</p>
<p>Possible - Longer terms developments:</p> <ul style="list-style-type: none"> <li>• Improved provision for hearing impaired e.g. installation of hearing loop</li> <li>• Textured surfaces and tactile information</li> <li>• Making staffroom and staff facilities at Starkholmes wheelchair accessible</li> </ul>	<p>Any improvements would be incorporated into EMET capital projects.</p>	<p>Planning time and funding from EMET for any potential work</p>	<p>Ongoing evaluation of any works and any potential works necessary</p>

Accessibility of Information			
Action Required	Timelines and Milestones – who, what , when	Resources	Monitoring and Evaluation
Check website for accessibility of information	<p>Integrate into regular checks of website for compliance – Oct 2018, Jan2019, April 2019, July 2019</p> <p>Ensure the correct font, size and graphics are used on the website</p> <p>Ensure all hyperlinks and tabs work correctly linking stakeholders to the right information promptly</p>	PCO to complete check	Regular and planned monitoring from PCO and admin to ensure the website remains compliant
Check school documents written in accessible language	<p>Scrutiny of any documents sent from the school by the member of staff taking accountability</p> <p>Review of policies and procedures that are in the public domain</p> <p>Quality assurance of any governor’s documents and use of standardised proformas and templates</p>	<p>Time for members of staff to plan communication and QA information in the public domain</p> <p>Time to produce and check reports</p>	Letters / key information passes through a gatekeeper to ensure all information is accurate and accessible in the public domain
Information available in large print formats / Braille	VI service guidance required	Time to review current information accessibility and meeting time with DCC	Consultation with VI service regarding this
<u>Longer term developments:</u> Textured surfaces and tactile information	Largely depending on what is needed, EMET will be responsible for Capital changes but school is responsible for repairs, maintenance and low level change.	Planning time and funding from EMET for any potential work.	Ongoing evaluation of any works and any potential works necessary