

KING EDWARD VII ACADEMY ACCESSIBILITY PLAN

Date adopted: 26th November 2015

Monitored by: Senior Business Manager

Plan checked by: Craig Morrison, Principal

ACTIONS	TIMESCALE	MONITORING & EVALUATION	SUCCESS CRITERIA
Improve the quality of teaching and learning for disabled students. Timetabling before the start of the academic year to take account the need for wheelchair users to have accessible classrooms with appropriate desks.	Annually	SENCO Timetabler	Wheelchair users to be timetabled in accessible classrooms for all lessons to ensure access to the full curriculum.
Ensure examination concessions and special requirements are in place for all disabled students	Prior to examination periods	Exam Officer SENCO	All disabled students complete the examination process whatever their special requirements e.g. reader or scribe
Ensure that all disabled students have access to all educational visits and trips organised by all curriculum areas, unless determined and supported by previous concerns	Every organised visit or trip	All staff leading trips Relevant risk assessment EVOLVE/SENCO	Trips all accessible to disabled students where reasonably possible.
Audit students' disabilities who will be transferring to the Academy.	Annually	SENCO liaises with Primary schools	Disabled students identified prior to starting at the Academy and their needs planned for.
Monitor and review needs of disabled staff	Termly	HR Manager	Review needs with disabled staff Disabled staff needs met.
Premises Development Plan to include improvements to the buildings to enable independent access to all areas of the Academy by disabled students as is reasonably practical	Annually	Facilities Manager SENCO Business Manager	All areas of the Academy accessible by wheelchair users as is reasonably practical

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Premises Maintenance Plan to include improvements to lighting and signage to assist visually impaired students.	Annually	Facilities Manager SENCO Business Manager	All areas of the Academy to have appropriate lighting and signage.
ACTIONS	TIMESCALE	MONITORING & EVALUATION	SUCCESS CRITERIA
Regular maintenance checks of internal and external stairs, walkways and paths. In particular maintenance of lighting.	Monthly	Facilities Manager Caretaking staff	Maintenance timetable adhered to and work completed.
Ensure all disabled pupils can be safely evacuated. Put in place Personal Emergency Evacuation Plan (PEEP) for all pupils with difficulties. Provide information for staff required to evacuate students from upstairs.	Annually	Facilities Manager SENCO	All disabled pupils and staff are evacuated safely in the event of a fire.
Supply disabled students and parents' information in the form required by them. e.g. Large print, coloured paper, translated copies for EAL etc.	As required	SENCO / SEN Pastoral staff	Information is accessible to all.