

St Paul's CE (VC) First School  
Coven



Accessibility Plan 2022-2025  
Reviewed October 2025

## St Paul's CE First School Accessibility Plan 2022-2025

### Physical Environment

Target	Actions	Resources/Costs	Responsibility	Outcome	Timescale
To ensure that school staff are aware of the access needs of all members of the school community	(Current pupils) Undertake confidential audit of access needs.  (Prospective pupils) Include questions in the pupil data information about access needs for pupils, parents, carers	SEN co-ordinator time  Office admin time	Headteacher	Pupils/parents/carers able to access all school activities	Spring 2023  Spring 2023
To improve current accessibility to all by making appropriate and reasonable adjustments to the building in light of feedback from school community	Include accessibility improvement in annual AMP discussions	Devolved Formula Capital if required	Headteacher	Building becomes as accessible as is practicable within constraints of user requirements and budget	Annual review
To ensure that any identified disabled children can be safely evacuated	Remind all staff of their responsibilities. If necessary put Personal Emergency Evacuation Plans in place		All staff	All identified disabled children and staff working with them are confident in evacuating in an emergency	To be monitored after each fire drill
To ensure that disabled drivers have suitable access to school	Inform visitors to school that parking for disabled visitors can be arranged by prior appointment	Inform through school newsletter and website	Headteacher	All disabled visitors feel welcome	Ongoing

## Curriculum

Target	Actions	Resources/Costs	Responsibility	Outcome	Timescale
To gain Full Dyslexia Reaccreditation Status	Training for all staff Strategies implemented throughout school inc use of coloured paper overlays visual timetable	Staff meeting time £500	SENCo Class teachers	Systems established in school which support all children through use of dyslexia friendly systems	May 2024
To ensure that staff continue to set suitable targets for disabled pupils by responding to pupils diverse learning needs and overcoming potential barriers to learning and assessment	Training as appropriate. Feedback to staff as appropriate. Monitoring pupil tracking.	CPD budget	CPD co-ord/SENCo	Pupil tracking shows that disabled pupils have achieved or exceeded expectations.	Ongoing
To ensure teachers and TAs continue to have access to specific training as necessary on disability issues including appropriate SEN software and resources	CPD co-ord shares information about relevant training	CPD budget	CPD co-ord  SENCo	Raised confidence of staff when working with pupils affected by specific disabilities and able to use and demonstrate specific resources.	Ongoing
To ensure that school trips and Outdoor Educational Visits are accessible to all	Staff able to make reasonable adjustments to accommodate all children. Ensure that additional training is available where required.	CPD budget  Staff/parent liaison time	Headteacher/Education Visits co-ord	OE staff aware of specific needs. Staff fully aware and trained to deal with specific issues and medication if required. Additional staff support given to activity if required.	
To review PE curriculum to ensure it is accessible to all.	Include differentiated activities as needed for specific pupils. Invite disabled sports people into school to raise awareness.	Co-ordinator time  Fee if applicable for visiting sports people	PE Co-ordinator	All pupils able to access good quality PE.  Increased awareness regarding disabled sports	Ongoing  Summer 2023

To ensure that disabled children have the same opportunities to participate in lunchtime and after schools clubs as able children.	Audit of need	Any additional resources that may be determined on an individual basis	Club Leader	Disabled pupils are given equal opportunities to participate in extra curricular activities	As required
To raise awareness of hearing, sight and other disabilities	Hold a disability awareness day. Invite appropriate visitors.	Possible fees payable to visitors	Working Party SEN Co-ords, PSHE Co-ord and staff	Raised awareness of these disabilities	School awareness day Autumn 2023
To raise understanding of equipment etc used to support medical conditions or disabilities	Show and discuss items that may be used by other children eg inhalers		All staff	Raised awareness of equipment used to support medical conditions and disabilities	Ongoing
To seek advice on disseminating information to pupils and staff as a class/whole school	Assess the disabilities on which information can be shared (Parental consent and involvement required)			School community having a shared knowledge of support strategies	Ongoing depending on need.
To update policies	Statement added to relevant policies referring to DES and Accessibility Plan	Staff meeting time	All curriculum co-ordinators	All policies updated and reviewed regularly	Reviewed in the policy rolling programme

## Provision of Information

Target	Actions	Resources/Costs	Responsibility	Outcome	Timescale
To identify parents/carers who require information to be delivered in an alternative format	Undertake confidential audit to ascertain needs.	Office admin staff	Headteacher/School Secretary	Office will hold record of who requires communication in alternative format and forward asap	Spring 2023
To ensure staff are aware of guidance on accessible formats	Inform staff of the different means of accessible formats	Staff briefing	Headteacher	Staff aware and produce relevant information in required format as and when required.	Summer 2023
To ensure that all correspondence is written in as simple a form as possible.	Newsletters etc checked for simplicity	Admin time	Headteacher/School secretary	Easy to understand information	Ongoing
To investigate possibility of improving access to information on the school website	Discussions to be held with Staff	Cost of facilities to improve access to information on we	Headteacher/IT co-ordinator/web provider	Improved access to information	Ongoing
To continue to gather confidential information of stakeholder disabilities	Check school admission forms to ensure include requesting information about health and disabilities	Admin time	Headteacher/School secretary	Parents/carers have the opportunity to share relevant information	Summer 2023
To make early contact with prospective parents/carers of disabled children	Contact health visitor. Contact playgroups, local nurseries, etc. Raise parental awareness that we are an inclusive school and have accessibility plan in place -prospectus -newsletters	EY Lead release time	EY Lead, Headteacher		Summer 2023