

Details of the schools access arrangements in place at Wood End Primary School

Area of need	Strategy in place	Responsibility
All staff sensitively aware of pupils with additional needs / disabilities	SENDCo briefings as appropriate Arrangements to meet and train with relevant professionals Pupils with specific needs / disabilities identified to staff SIMs records maintained for staff to access	SLT Office Manager
Pupils with specific health concerns needs are met within school (i.e. asthmatics, diabetics, cystic fibrosis, sickle cell anaemia)	Care plans in place from relevant health professionals. Training provided by health professionals (inc. school nursing service) Plan followed by trained staff. Key staff members identified for pupils with specific medical needs Parents invited to attend meeting re: care plans alongside professionals.	SLT supported by Pupil and Family Support Officer and key first aid trained staff.
Staff have appropriate training to support pupils with identified learning needs	In house training provided by SENDCo and EP Provision made for off site training courses and use of outside specialists (e.g. Westcroft Special School, Pennfields Special School etc) Peer training sessions planned to cascade training received to colleagues.	SLT EP
Staff aware of best practice re: pupils with specific needs	SENDCo attends regular network meetings and shares resources and good practice. Purchase of resources for staff to use to support individuals and groups	SENDCo SLT
All activities are risk assessed and planned with accessibility and participation of all pupils groups in mind	Thorough risk assessment process countersigned by EVC coordinator and H&S coordinator Subsidised visits to ensure equality of access	All Staff EVC and H&S coordinator
Classrooms organised to promote the participation of independence of all pupils	Classroom environments risk assessed and updated regularly Resources clearly labelled for pupils to access All pupils have access to learning resources and are actively encouraged to engage with them	H&S coordinator

	<p>Pupils seated to ensure equity of access to curriculum (e.g. HI pupils near staff, VI pupils near boards etc)</p> <p>Use of HI Soundfield to allow auditory access for all pupils.</p>	
All text presented in Sassoon Primary Font to ensure access to printed text	<p>Plug in for font enabled by ICT team</p> <p>Inclusion in English policy as expected practise</p>	ICT support team
Parental access to information	<p>Additional copies of letters / documents available to all parents and carers</p> <p>Electronic copies of letters and documents made available online and at email request.</p> <p>PFSO available during and after school day to support parents</p> <p>Access to locality support services such as FiF (Family in Focus) and PSW (Parental support workers)</p> <p>Home language speakers and interpreters provided by support services on request.</p>	<p>SLT</p> <p>Office manager</p> <p>PFSO</p>
Range of resources / equipment available to support learning needs	<p>SEND Funding allocation use to provide resources for pupils with identified needs based upon professional advice and good practice (e.g. coloured overlays, tilted writing boards, pencil grips and a variety of writing materials)</p>	SLT
Site Access	<p>Site built on one level with wide doors to enable wheelchair access</p> <p>Disabled toilet on site</p> <p>All light and access switches at lower level</p> <p>All doors with timed release and closure</p> <p>Member of staff trained in manual handling and risk assessment</p>	<p>SLT</p> <p>Office Manager</p> <p>Site Manager</p>