

Broad Square Primary School



Accessibility Plan

Created by: D. Jones (Assistant Headteacher and SENDCO)

Date Created: September 2024

Updated on:	Changes made / notes:
March 2026	Reviewed and adopted

School Values: Excellence, Responsibility, Respect, Community, Enjoyment, Compassion and Perseverance

1. Introduction

This Accessibility Plan is written in accordance with the Equality Act 2010 and the SEND Code of Practice (2015), and sets out how the school will improve access to the physical environment, the curriculum, and written information for pupils with disabilities over a rolling three-year period.

2. School Values

Excellence, Responsibility, Respect, Community, Enjoyment, Compassion and Perseverance.

3. Overall Aims

- Identify and remove barriers to access for pupils, staff and visitors
- Increase independence and participation of children with SEND
- Ensure staff are trained and confident in meeting diverse needs
- Create an environment that supports physical, sensory, cognitive, communication and medical needs
- Ensure communication with stakeholders is inclusive, accessible and clear

4. Monitoring & Review

- Reviewed annually by the Headteacher, SENDCO and Governing Body
- Full review and renewal every three years
- Published on the school website and available in alternative formats upon request
- Progress reported to Governors via SEND & Inclusion reports
- Feedback from parents, pupils and staff informs future planning

5. Linked Policies

- SEND Policy
- Equality Information & Objectives
- Safeguarding Policy
- Health & Safety Policy
- Behaviour & Relationships Policy
- Medical Needs Policy

Accessibility Action Plan 2024–2027

TARGET	ACTION	STAFF RESPONSIBLE / RESOURCES	TIMESCALE	EVALUATION (RAG)
PHYSICAL				
Identify and respond to access needs of pupils, staff, parents/carers and visitors	Collect access information at admission/employment ; create Individual Access Plans; prepare & review PEEPs; keep site information updated; ensure sensory-aware environment (calm displays, decluttered corridors, suitable lighting).	SENDCOs, DSL, Headteacher, Medical Officer, Site Manager, Governors	On admission / employment; reviewed at least annually	Green
Annual accessibility audit and action plan	Audit entrances, ramps/handrails, corridors, signage/visual contrast, accessible toilets, evacuation routes, external areas, lighting and acoustics. Prioritise findings with timelines and costings and integrate into the site development plan.	Site Manager with SENDCO; Governors Premises Committee	By July each year	Green
Maintain safe evacuation for all	Maintain and practise evacuation procedures inclusive of individuals with mobility/sensory needs; ensure staff are briefed on roles; review PEEPs following changes in need or building layout.	Headteacher, Site Manager, Fire Warden Team	Termly drills; PEEPs reviewed after any change	Green
Improve signage and wayfinding	Install clear, pictorial signage with appropriate visual contrast; ensure classroom labels are accessible; review playground/entrance signage for visibility.	Site Manager, Admin Team	Phased: 2024–2027	Amber
Accessible toilet provision and equipment maintenance	Weekly checks of accessible toilets; annual servicing of specialist equipment; maintain grab rails and	Site Manager, Medical Officer	Weekly checks; annual servicing	Green

	alarm pulls; ensure clear access routes.			
COMMUNICATION				
Accessible written information for all stakeholders	Provide large print, clear fonts, Easy Read, pictorial leaflets, recorded messages/subtitles, and phone calls/texts as required. Avoid jargon/abbreviations and ensure plain English.	SENDCOs, Teachers, Office Team	Ongoing	Amber
Timely accessible formats and translations	All letters available in large print within 24 hours; translations into community languages within 5 working days; alternative formats on request.	Office Team, Inclusion & Attendance Officers	Service standards in place from March 2026	Green
Interpreters/signers for meetings and events	Provide BSL/other interpreters for families with hearing impairment or EAL; book at least two weeks in advance where possible; share meeting notes afterwards.	SENDCOs, Office Team	As required; aim to book ≥2 weeks in advance	Green
Website and digital accessibility	Ensure school website and online documents meet WCAG 2.1 AA; check PDFs for screen-reader compatibility and alt text for images; provide contact route for accessibility feedback.	Website Lead, Office Team	Ongoing; termly checks	Green
Family engagement and information sessions	Offer coffee mornings, Q&A sessions and workshops signposting external agencies (e.g., ASD Team, ADHD Foundation); gather parent and pupil voice to inform improvements.	SENDCOs, Pastoral Lead, Inclusion & Attendance Officers	Half-termly	Green
CURRICULUM				
Quality First Teaching and adaptive practice	Plan and deliver adaptive teaching using visual scaffolds, buff paper, task chunking, sensory tools (fidgets, wobble cushions, peanut ball)	Class Teachers, Phase/Subject Leads, SENDCOs	Daily; monitored termly	Green

	and reasonable adjustments; record adaptations in planning.			
Targeted interventions with clear outcomes	Provide interventions for social skills, motor coordination, literacy, maths, memory and speech & language; set SMART targets; review impact each half term and adjust provision mapping.	SENDCOs, Intervention Leads	Half-termly cycles	Green
Staff CPD on priority SEND areas	Annual refreshers and induction training on ADHD, Dyslexia, autism, diabetes, allergies and other identified needs; capture attendance and evaluate impact.	CPD Lead, SENDCOs	Annually each September and as needed	Green
Inclusive enrichment, trips and residential	Ensure risk assessments include reasonable adjustments and support; provide adult support and accessible transport where required; no pupil excluded due to disability.	Visit Leader, SENDCOs, EVC	For each visit/residential	Green
Timely involvement of external professionals	Engage SENISS, Educational Psychologist, OSSME and other services as needed; share strategies with staff and families and evaluate implementation.	SENDCOs, Headteacher	As required; review termly	Green

Approval

Approved by Governing Body: *R. Morgan*

Date: March 2026

Annual Review: Spring Term each year | Full Plan Renewal: 2027

