

# HAVELOCK INFANT AND JUNIOR SCHOOLS' ACCESSIBILITY PLAN January 2024

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## ACCESSIBILITY PLAN

### January 2024

To ensure all parents are supported to access information according to need	Support families who can't read to access information using by school office staff	MG	Havelock Schools LAB	Time to support	Ongoing	Parents feel fully supported in a variety of ways and are clear about how to access support
To ensure all parents receive communication from school to suit needs	Continue to offer information in a variety of ways eg text, letters, weekly new, website	MG/EHT	Parental feedback survey	Time to coordinate communication	Ongoing	Parents are satisfied with communication – stakeholder survey
To ensure parents know how to communicate the needs of their children with such things as SEN and Health care needs/concerns	Ensure parents know the staff responsible for different elements of care such as medical needs/educational needs	MG/JC/FSW	MG/JC/AMc	Time to coordinate communication and offer support  SEND information meetings with parents	Feb 24 onwards	Parents will be given appropriate support for their children's needs
To ensure information meets the individual needs of all pupils by adapting formats e.g. Large print Braille Pictorial / symbolic representations	Ensure needs of all pupils are understood. Purchase alternative resources to support these needs as advised by external professionals.	MG	SEND Governor - BD SENDCo	As defined by individual plans	On going	Pupils have access to curriculum information and all other school information in a format that meets their needs
Ensure signage is suitable for non-readers, is clear and well situated	Audit signage in and around school and adapt to pictorial/symbolic where appropriate.	Office staff	Havelock Schools LAB	New signage costs Staff time to prepare new signs	On going	Pupils are able to navigate the school regardless of any disability