



## **DISABILITY ACCESS PLAN**

For the period April 2018 to March 2021

Framlingham College Prep School is committed to improving access for disabled pupils, staff, parents and visitors. The Access Plan has three elements:

- **Physical improvements to increase access to education and associated services**
- **Improvements in access to the curriculum**
- **Improvements in the provision of information in a range of formats for disabled pupils**

## Physical improvements to increase access to education and associated services

The school is committed to providing access to facilities for disabled pupils, staff and visitors. However, the physical nature of the buildings and site, together with limited financial resources, mean that a phased approach is required. It is likely that some facilities will prove impossible to bring up to the required standard in the medium or even long term.

Therefore, we decided to ensure a sufficient number of classrooms and visitor facilities are available to give a reasonable chance of accommodating disabled persons. Over the longer term building and renovation projects will incorporate an increasing number of disabled facilities. A log of accessible facilities is maintained internally.

It is expected that a disabled day student will be able to access to the majority of facilities. Where access is not possible to a teaching area it may be possible to relocate the teaching of that subject to an area which is accessible. Boarding will prove to be difficult due to the location on the middle and top floor of the Listed Building.

Period	Title of Activity	Action	Start/Finish	Responsibility	Outcomes	Progress
<b>Short / Medium Term</b>	Provision of new Nursery / Pre Prep	Include in the brief a requirement to address access and availability of facilities	Sep 18 - Dec 18	Operations Director	Provide new facilities to improve accessibility.	Design of new Nursery / Pre Prep on one floor with easy access.
	Enhancement of central school buildings		Ongoing			
<b>Medium Term</b>	Continual improvement	Ensure that DDA requirements are considered during all refurbishment programmes	As necessary	Operations Director	Improve disabled access to all areas of the school	
	Transport	Upgrade minibuses to accessible standard	At end of current contract in 2017 (extended by a year to 2018)	Support Services Manager	To provide 50% of the minibus fleet to cater for wheelchair access	Two of 7 minibuses adapted for use. Further adaptations have been delayed by changes to

						legislation and manufacturers design changes. Expect at least two more in mid 2019
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### Improvements in access to the curriculum

Period	Title of Activity	Action	Start/Finish	Responsibility	Outcomes	Progress
Short Term	Review curriculum to ensure options (location, subject, timetable) are available to disabled students.	Ensure recently completed new LS area is used by students and staff as planned.	Review provision annually	Head of Learning Support	All pupils can access the curriculum	
	Review Learning Support budget resources to allow provision of physical aids as necessary	Ensure adequate funding is made available each year to keep stocks of speciality pens / grips / coloured paper / coloured overlays etc at required level for ready access to pupils	Mar15-Sep17	Head of Learning Support	Better provision over the years.	
	Ensure information is disseminated to staff	Keep data on individual pupils needs up to date and readily available to all staff -	When necessary	Head of Learning Support	Good record keeping	

	on dealing with disabled pupils.	utilise Firefly and iSAMS systems  Head of Learning Support to attend updated courses	To speak at a conference in May 2015  Attend courses throughout period of review	Head of Learning Support	Staff are as competent as possible to deal with any future needs.	
<b>Medium Term</b>	Ensure Academic staff receive training on meeting the needs of Disabled pupils	Gradually increase stock of equipment in the LS area: laptops for loan; angled writing slopes; posture cushions; hearing equipment etc as necessary	Review stock annually	Head of Learning Support	Best possible provision.	
		Keep plan for utilisation of TA support across the year groups under review	Reviewed during summer term for the start of each academic year	Head of Learning Support	Most effective use of staff.	
		Include training for staff on Learning Support and Disability to the Inset programme	When necessary INSET will be arranged prior	Head of Learning Support	Staff are as competent as possible to deal with any future needs.	

			to a pupil arriving.			
<b>Long Term</b>						

**Improvements in the provision of information in a range of formats for disabled pupils**

<b>Period</b>	<b>Title of Activity</b>	<b>Action</b>	<b>Start/Finish</b>	<b>Responsibility</b>	<b>Outcomes</b>	<b>Progress</b>
<b>Short Term</b>	Provision of clear information for pupils, employees and parents	<ol style="list-style-type: none"> <li>1. Review information sent to parents and guardians to ensure it is accessible.</li> <li>2. Ensure all employees access guidance on accessible formats from the Learning Support Department as appropriate.</li> <li>3. Review the website to ensure that it is clear, simple and easy to use.</li> </ol>	Ongoing	<b>Head</b> Office Staff Web manager SLT SMT	All pupils, employees and parents receive information in a format appropriate to their needs e.g. large print, braille etc. All information is produced routinely in an appropriate format	Reviewed Nov 19 (update to follow)

<b>Medium Term</b>	Progressively improve communication with disabled pupils and users	Continue to review provision and publish information as appropriate. Introduce other forms of information as required	Ongoing	<b>Head</b> Office staff SLT SMT Web manager	Delivery of information continues to improve and needs of all users are met	Reviewed Nov 19 (update to follow)
<b>Long Term</b>	Respond to future change	Remain aware of changes to legislation and prepare for future pupil, employee and parent needs	Ongoing	<b>Head</b> Office staff SLT SMT Web manager	The school remains future-ready and prepared to respond to changing needs	Reviewed Nov 19 (update to follow)