



The Physical Environment

| Issue /Objective | Action to be taken | Personnel Responsible | Time Scale | Resources and Costs | Monitoring and Evaluation |
|---|--|------------------------------|------------------|--|--|
| Enlarged print on letters/information for VI parents | Letters and newsletters to be available in large print at the front office | Admin | Ongoing | | |
| Interpreter available for parent meeting with death family. | Interpreter organised by school and given dates in advance of set meetings. | SENDCO | Ongoing | £20 per hour interpreter | Interpreter used for 2 x SALT appointments and an EHC application. |
| Evacuation Policy written for safe evacuation of disabled visitors or pupils from building | Health and Safety policy to explicitly include arrangements for evacuation of disabled pupils and visitors | Head Teacher Site manager | Autumn 2019 | Directed Time Health + Safety Inspector advice | |
| To train new staff in disability and accessibility awareness in the school. | Staff meeting for new staff | SENDCo | Autumn Term 2019 | Directed Time of staff | Whole staff training completed Oct 2019 |
| large print work for pupils with VI and access to reading screens for pupils with visual stress or tracking problems. | SENDCo to ensure staff are aware of pupils in their class who need this support. | SENDCo | Autumn Term | Directed Time of staff | |
| Well being / sensory room to be built to support pupils with | Building work to commence following plans made. | Head teacher | Autumn Term 2020 | Funding Bid agreed | |

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|----------------------------|--------------------|-----------------------|------------|---------------------|---------------------------|
| additional needs in school | | | | | |