

## A IMPROVING ACCESS TO THE CURRICULUM

		<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Timescale</b>	<b>Outcomes</b>
SHORT TERM	1	Ensure all current pupils with Special Needs have been identified and are being supported as required.	Carry out annual pupil audit.	Head of Learning Support and all subject teachers	Time Analysis of school tracking LASS screening	Ongoing.	Pupils with special needs are obtaining the support they require.
	2	Ensure SEND staff are aware of, and able to use, SEND software and resources.	Review and update all SEND ICT and other resources.  Run individual training sessions as required on use of SEND Software e.g., TTRS, Comprehension Booster, Memory Booster etc.  Termly Summary of Needs for each year group issued by Head of Learning support to include provision such as IT programmes.	Head of LS  Head of LS Director of Studies & Head of Communications	ICT Budget  Staff Training Budget	On going  Termly	Use of ICT SEND resources by staff and boys.  Staff aware of provision of IT programmes to support learning and access to curriculum.
MEDIUM TERM	3	Continue to develop the range of learning resources to make them accessible for pupils with different disabilities.	Heads of Department to identify additional resources needed and include them in the departmental plans and annual budget forecasts. To develop a range differentiated resources to deliver the curriculum.	Heads of Departments	Time Adapted resources  Ext. agencies to give advice (e.g. VI service, mobility officer)	Ongoing - to be reviewed at end of each topic / scheme of work.	Departments build up subject-specific comprehensive accessible resources.

	4	<p>To implement new procedures and documentation to inform staff of SEN.</p> <p>To include parental, staff and pupil views.</p>	<p>IEPs to be replaced by IPPs</p> <p>PPM procedure to be implemented:  Spring term: PPM meeting with all subject teachers for each year group.  Summer Term: PPM to be completed with contributions from all subject teachers.  PPM sent to parents.</p> <p>Introduction of Learning Concern Form to document class teacher intervention. ( To evidence graduated approach)</p>	Head of Learning Support	Time Access to information.	<p>Autumn Term 2016 – issue of IPPs</p> <p>Spring Term 2017 – PPM</p> <p>Summer Term 2017 – PPM</p> <p>Termly Summary of needs issued to all staff electronically.</p> <p>Concern forms completed by staff as required.</p>	
LONG TERM	5	Develop teachers’ knowledge and understanding of different teaching and learning styles.	<p>Identify suitable professional development opportunities.</p> <p>Head of Learning Support to deliver inset on SEND and school SEND procedures.</p>	Head of Learning Support & Director of Studies	<p>Time &amp; Staff Training Budget</p> <p>Membership of Nasen</p> <p>Membership of SEN leader</p>	<p>2017-2019</p> <ol style="list-style-type: none"> <li>1. SEND conference 12<sup>th</sup> &amp; 13<sup>th</sup> May 2017 Swindon – Learning works, attended by 3 members of LS department.</li> <li>2. Twilight courses</li> <li>3. Inset delivered to all staff annually by Head of Learning support.</li> </ol>	<p>Teachers adopt strategies to suit different learning styles.</p> <p>Teachers’ awareness of learning needs increase and competence to adapt curriculum develops.</p>

## B IMPROVING ACCESS TO INFORMATION

		<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Timescale</b>	<b>Outcomes</b>
SHORT TERM	1	Update and improve information to current and prospective parents.	Update, review and revise School Information booklets.	Headmaster	Printing Budget	The Information for Current and Prospective Parents booklet - now known as Durston House – an Introduction is updated every year for September and is circulated to all current parents. It is included in the Information Pack sent to prospective parents.	Current and prospective parents receive clear and detailed information about the school.
MEDIUM TERM	2	Provide parents with access to standard and daily information via the website and other formats.	Review and develop potential of new website, VLE and Facebook.	Headmaster, Head of Communications & IT, Head of Co-Curriculum	ICT Budget	2017 continue with postings to Facebook with daily activities. Change to Duck Cams in Pre-Prep in the Summer Term. Ongoing development of new website and VLE.	Parents have access online to relevant information (newsletters, calendars, policies etc).
LONG TERM	3	Continue to develop use of instant communication (text, e-mail etc.) for parents.	Review and enhance use of ClarionCall and VLE for parental communication	Headmaster, Head of Communications & IT and Media Manager, Head of Co-Curriculum	ICT Budget	2018 ClarionCall and/or VLE being used for all parental communication and as hubs for accessing all previous newsletters etc.	School continues to contact individuals or groups by text, e-mail or other effective means.

## C IMPROVING ACCESS TO THE PHYSICAL ENVIRONMENT

		<b>Objective</b>	<b>Action</b>	<b>Responsibility</b>	<b>Resources</b>	<b>Timescale</b>	<b>Outcomes</b>
SHORT TERM	1	Ensure all current pupils and staff with special needs can access all parts of the school.	Update schedule of needs of identified pupils & staff every year.  Take action to include any identified needs in the annual maintenance programme.	Head of Learning Support & Bursar  Bursar	Time  Maintenance Budget	Annually when planning the summer maintenance work to ensure any identified needs are met.	Pupils and staff able to access all parts of the school. Additional measures provided where needed.
	2	Ensure fire procedures take account of the requirements of pupils & staff with special needs.	Update schedule of needs of identified pupils & staff every year.  Ensure appropriate provision is made in the fire procedures.	Head of Learning Support & Bursar  Bursar	Time  Time	Annually when reviewing the fire procedures to include any new identified needs.	Identified pupils & staff confident that they are recognised as in need in the event of an emergency.
MEDIUM TERM	3	Provide for possible future access needs.	Audit portable ramps and replace/upgrade as necessary.	Bursar & Maintenance Manager	Maintenance Budget	Summer 2017 portable ramps to be upgraded, as required.	Flexibility in ability to provide ground floor access to some parts of school if/when necessary.
	4	Ensure the signage of the school is appropriate and understandable.	Audit all signage and replace/upgrade as necessary.	Bursar	Maintenance Budget	Dependent upon planning permission. Signage to be reviewed and updated, where necessary, as part of the refurbishment projects being planned.	All pupils and parents able to find their way round school.
LONG TERM	5	Implement identified programme of works.	Review access audit and include identified needs for upgrading/provision of disabled access and facilities in annual maintenance and long term plans for school refurbishment.	Estates Committee & Bursar	Maintenance and Capital Expenditure Budgets	Annual summer maintenance programme to include identified needs. 2017 Draft plans for the development of Main School and Middleton's (that will include all DDA requirements ) to be approved by governing body.	Upgrading of school facilities included in routine and long term maintenance & refurbishment works, as required.