

**HARTFORD CHURCH OF ENGLAND HIGH SCHOOL
EQUALITY POLICY/ACCESS PLAN (DISABILITY DISCRIMINATION ACT)
Updated May 2016 and incorporated into School Improvement Plan 2016 – 2019 (approved by the Governing Body
on 24th October 2017).**

1. Improvements in Access to the Curriculum				
Targets	New Strategies	New Outcome	Time Frame	Persons responsible
IMPROVEMENT IN LITERACY AND NUMERACY SKILLS OF KEY STAGE 3 AND 4 STUDENTS	<ul style="list-style-type: none"> • Focused intervention plan in place across both key stages • Identification of need using standardised tests, teacher assessment and parental information • Focused intervention plan in place across both key stages • Range of support offered Literacy – Year 7,8, and 9, Specialist small group teaching, Named adults supporting class teachers with specific students Literacy profiles in place for all students linked to SIMS. • Access arrangements identified. 	<ul style="list-style-type: none"> • Year 7,8 and 9 continue to make gains in literacy. • Continued intervention will provide more focused progress 	September 2018	EPC/CEW/CI/TL
IMPROVE STAFF KNOWLEDGE OF DIVERSITY AND STRATEGIES TO MEET NEEDS	<ul style="list-style-type: none"> • Student data regularly updated and stored on SIMS for access • Linked documents update strategies on students' individual needs • New information is shared via secure SIMS system and pastoral updates. 	<ul style="list-style-type: none"> • Staff are able to identify and meet all pupils' individual needs 	Inset September 2018 Ongoing through TLC	TL/LL
IMPROVE THE FACILITIES IN THE INCLUSION BASE AND THE REFERRAL UNIT TO ACCOMMODATE A RANGE OF STUDENTS	<ul style="list-style-type: none"> • Inclusion and The Referral Unit have access to departmental schemes of work when not in lessons and departmental drives for resources • Staff update schemes of work into Admin Shared 	<ul style="list-style-type: none"> • All students are effectively supported 	September 2017 and ongoing	TL/EPC

INCLUSION ISSUES / EQUAL OPPORTUNITY FEATURE IN THE CURRICULUM AND ASSEMBLIES/TUTOR	<ul style="list-style-type: none"> • Effective use of tutor time • Chaplain • Assemblies and Citizenship days will feature a diverse range of external speakers 	<ul style="list-style-type: none"> • Student and staff knowledge and awareness is raised 	September 2018	CTL/TL/HOH
INCREASED CURRICULUM OPPORTUNITIES FOR INDIVIDUALS	<ul style="list-style-type: none"> • Subject departments continue to develop opportunities as part of teaching and learning strategies • Alternative curriculum choices • Individualised timetables to accommodate needs • Support from outside agencies 	<ul style="list-style-type: none"> • Motivation, engagement increased • More relevant opportunities • Less likelihood of disruption or disaffection. 	Ongoing. Review annually	PW/EPC
PROVIDE SUPPORT CLUBS OUTSIDE SCHOOL HOURS – MOVING TOWARDS EXTENDED SCHOOL PROVISION	<ul style="list-style-type: none"> • Homework club in both buildings • Session 6 on the timetable so students can continue to access the curriculum during exclusion. • KS4 focused afters school sessions/LN • A range of activities and support from curriculum and pastoral staff • Extra-Curricular support timetabled and shared with students and parents 	<ul style="list-style-type: none"> • Vulnerable students have access to an academic, social, emotional support network • Pupils given additional curriculum support to improve attainment 	Ongoing October 2017	EPC/TL/CI/LN
INCREASE DIFFERENTIATION WITHIN THE CURRICULUM	<ul style="list-style-type: none"> • New ideas need to be trialled and incorporated into each subject's Scheme of work • TLC focus on differentiation 	<ul style="list-style-type: none"> • Students can access the subject and so remain engaged 	Inset September 2017 and ongoing	HH/CTL/DW
PROVIDE ACCESS TO APPROPRIATE TOOLS AND EQUIPMENT	<ul style="list-style-type: none"> • Quality first teaching covers majority of pupil support. • Element 2 funding and Element 3 top up funding to provide specific support. • Access arrangements completed by SENDCO team. • Equipment/Tools suitable (laptops, scribe, prompter, reader and extra time) 	<ul style="list-style-type: none"> • Students with disabilities will be able to access all aspects of the curriculum 	Ongoing	TL/LL/JW/EPC
PROVIDE STUDENTS WITH APPROPRIATE SUPPORT FOR ATTAINMENT	<ul style="list-style-type: none"> • Have in place an assessment system that identifies need. • Ensure that a procedure for arrangements is in place • Ensure that appropriate support – personnel and IT - is in place for exams 	<ul style="list-style-type: none"> • Students will not be disadvantaged • Students will gain the exam successes they deserve 	September 2017 and ongoing	CI/TL

2. PHYSICAL IMPROVEMENT				
TARGETS	NEW STRATEGIES	NEW OUTCOMES	TIMEFRAME	PERSONS RESPONSIBLE
REDUCE EXCLUSION RATES	<ul style="list-style-type: none"> Referral Unit in place Employment of session 6 TA Assistant SENCO employed Inclusion manager 	<ul style="list-style-type: none"> Exclusions will reduce further. 	Summer 2018 Ongoing	EPC/TL/LL
PROVIDE ACCESS TO ALL CURRICULUM AREAS AND EXPERIENCES ON THE GROUND FLOOR FOR ALL STUDENTS	<ul style="list-style-type: none"> Continue to ensure that access is available. West ground floor LRC 	<ul style="list-style-type: none"> All students, staff and school users will have access 	September 2017	PM
EMERGENCY EVACUATION PROCEDURES TAKE ACCOUNT OF DIVERSE NEEDS	<ul style="list-style-type: none"> Take advice from L.A. and other sources Ensure that this is part of each emergency evacuation practice 	<ul style="list-style-type: none"> Everyone will know what to do All H and S issues will be met 	Ongoing : review annually	PM/TL
ENSURE THAT EACH BUILDING IS ACCESSIBLE TO THE NON AMBULANT BY PLACING RAMPS AT APPROPRIATE ENTRANCES	<ul style="list-style-type: none"> Ensure that these are maintained 	<ul style="list-style-type: none"> People with a range of needs will be able to access, study and visit. 	Ongoing	DN/ PM
PROVIDE TOILET FACILITIES FOR THE DISABLED IN THE MAIN BUILDINGS	<ul style="list-style-type: none"> Investigate how facilities may be installed or adapted 	<ul style="list-style-type: none"> All areas will have the correct facilities 	September 2019	DN/PM

THE LAYOUT OF EACH ROOM ENCOURAGES ACCESSIBILITY	<ul style="list-style-type: none"> • Circulate advice at regular intervals re: students / staff /parents and their needs. • Give information on the best layouts for rooms • Standardised seating plans in place 	<ul style="list-style-type: none"> • Progress is made because all are working within their best possible environment. 	September 2017	CTL
FURNITURE IS ADAPTED TO MEET SPECIFIC NEEDS	<ul style="list-style-type: none"> • Circulate advice at regular intervals re: students / staff /parents and their needs. • Collect information from a range of sources 	<ul style="list-style-type: none"> • Progress is made because all are working within their best possible environment. 	September 2016	PM/JW
A MEETING ROOM IS ACCESSIBLE FOR DISABLED VISITORS PARENTS PUPILS	<ul style="list-style-type: none"> • Meeting room in East building on ground floor • Investigate how facilities may be installed or adapted as required when we have the new build 	<ul style="list-style-type: none"> • Supporting the community • Those with access needs are more likely to join us for a range of activities 	September 2017 Ongoing – review for new build	PM/EPC
ALL STEPS ARE APPROPRIATELY MARKED	<ul style="list-style-type: none"> • Site staff to monitor 	<ul style="list-style-type: none"> • School complies with Health and safety recommendations 	Annual review	PM
APPROPRIATE SIGNAGE IS INSTALLED AROUND SCHOOL INCLUDING NON VISUAL GUIDES BOTH INDOORS AND OUTDOORS.	<ul style="list-style-type: none"> • Investigate how this might be further improved for the non-visual user 	<ul style="list-style-type: none"> • Greater access for all 	Ongoing. Review for new build	PM
INSTALL APPROPRIATE COLOUR SCHEMES, LIGHTING AND BLINDS WHEN REFURBISHING TO BENEFIT USERS WITH VISUAL IMPAIRMENTS	<ul style="list-style-type: none"> • Use of standard Blue and white across school • Continue to keep this as a priority when refurbishing and with the new build 	<ul style="list-style-type: none"> • Better access for visually impaired 	Ongoing	PM
IMPROVE ACOUSTICS IN EACH ROOM TO MAXIMISE HEARING	<ul style="list-style-type: none"> • Continue to keep this as a priority when refurbishing and with the new build 	<ul style="list-style-type: none"> • Better access for hearing impaired 	Ongoing	PM

PROVIDE WHEEL CHAIR ACCESS TO ALL GROUND FLOOR ROOMS	<ul style="list-style-type: none"> • Ramps in place 	<ul style="list-style-type: none"> • access for all students/staff and visitors 	September 2017 Ongoing	PM
IMPROVE ACCESSIBILITY TO ALL ROOMS ON ALL FLOORS FOR ALL BUT THE NON AMBULANT	<ul style="list-style-type: none"> • Continue to monitor and address movement issues on corridors • Use feedback from students and staff to pi-point 'black spots' • Remind staff to be vigilant around towers in West 	<ul style="list-style-type: none"> • Safer environment for all • Greater access for all 	September 2017	PM/EPC

3. IMPROVEMENTS IN THE PROVISION OF INFORMATION IN A RANGE OF FORMATS				
TARGETS	NEW STRATEGY	NEW OUTCOME	TIMEFRAME	PERSONS RESPONSIBLE
GIVE INFORMATION TO PARENTS/CARERS ON SPECIFIC NEEDS AND SUPPORT	<ul style="list-style-type: none"> Continue to have meetings with parents/carers and outside agencies Use of outside agencies to help with support issues. 	<ul style="list-style-type: none"> Parents will be more informed and able to support their children 	SEPTEMBER 2017	TL/EPC
WRITTEN MATERIAL IS AVAILABLE IN ALTERNATIVE FORMATS FOR PARENT'S/ CARERS	<ul style="list-style-type: none"> Contact CWAC to make use of services for translation 	<ul style="list-style-type: none"> Sources of written material are available on request 	SEPTEMBER 2017	TL/EPC
IMPROVE WAYS OF RECORDING PUPILS' HOMEWORK	<ul style="list-style-type: none"> Continue to check that planners are used appropriately Use CTL checks and Learning walks. Continue to develop the VLE and the use of SIMs to look at avenues for recording homework. TLC post to improve quality of set homework 	<ul style="list-style-type: none"> Pupils and parents will know what homework is required and when. 	SEPTEMBER 2017	DW

MAKE MORE SPECIFIC ICT SOFTWARE /HARDWARE AVAILABLE FOR PUPILS	<ul style="list-style-type: none"> • Allocate money to purchase software – new Microsoft office package • Use of laptops for those students that require specific software 	<ul style="list-style-type: none"> • Students will become independent learners and gain progress • Software will be suitable for access arrangements 	SEPTEMBER 2017	DW
MATCH THE READABILITY OF TEXTS TO THE READER	<ul style="list-style-type: none"> • Use of software in the LDS caters for this. 	<ul style="list-style-type: none"> • Students will become more independent as they are able to access most text • Students will be able to learn from text 	SEPTEMBER 2017	TL/LL/SY
RECORD PUPILS' NEEDS ON ICT SYSTEM	<ul style="list-style-type: none"> • Needs are recorded in pupils profile on SIMS 	<ul style="list-style-type: none"> • Continue to use SIMS to use monitoring systems 	SEPTEMBER 2017	TL/EPC
DEVELOP VIRTUAL TOUR OF SCHOOL	<ul style="list-style-type: none"> • Advice from other professionals • Action from school 	<ul style="list-style-type: none"> • Community and those further afield will be able to view school at any time 	SEPTEMBER 2018	LN

4 GENERAL				
TARGETS	NEW STRATGEY	NEW OUTCOME	TIMEFRAME	PERSONS RESPONSIBLE
MAINTAIN CONTACT WITH PRIMARY SCHOOLS RE: STUDENT TRANSFER AND MEETING ADDITIONAL NEEDS	<ul style="list-style-type: none"> Assistant SENCO and Pastoral Manager to be in regular contact LSA s to be involved in transition as soon as possible Develop transition plans as necessary 	<ul style="list-style-type: none"> Students' needs will be known in advance and appropriate preparation made to ensure success. 	SEPTEMBER 2017 ANNUAL REVIEWS	EPC/TL/LL/KB
ADDRESS STUDENTS' MEDICAL NEEDS	<ul style="list-style-type: none"> First Aid training is updated as necessary. Training continues Procedures are reviewed regularly. 	<ul style="list-style-type: none"> Emergencies and lesser medical problems are dealt with effectively. 	SEPTEMBER 2017	PM
ALL SCHOOL TRIPS ARE ACCESSIBLE TO PUPILS WITH DIVERSE NEEDS	<ul style="list-style-type: none"> School continues to be advised by the appropriate bodies and acts upon advice 	<ul style="list-style-type: none"> No person's well being is compromised through lack of first aid. 	SEPTEMBER 2017 ANNUAL REVIEWS	PM/EPC/TL