

Reading School Accessibility Plan Action Plan 2025-2028



Access to the Physical Environment

Target	What is to be achieved	How will it be achieved	When	By Whom	Success Indicators	Complete
1	➤ Clear written guidelines for evacuation of students from all areas of the school in the event of a fire or as required.	➤ Review of Fire protocols and procedures in Boarding and the Day School	➤ Oct 25	➤ HO&P ➤ All Staff, Including SENDCO	➤ All staff, governors and students to be aware of evacuation procedures.	✓ 07/25
2	➤ Improvements to rampage, entrance to building and entrances and exits to buildings.	➤ HO&P to build in considerations when routine maintenance work is planned.	➤ Oct 25	➤ HO&P ➤ SENDCO	➤ Students to acknowledge ease of accessibility to common and specific areas.	✓ 07/25
3	➤ Revision of internal decoration to take into account increased numbers of students with visual impairment.	➤ Program of redecoration mindful of tonal contrasts on doors and stairs.	➤ Aug 24	➤ HO&P ➤ SENDCO	➤ Specialist room & facilities now in place for all VI students	✓ 07/24
4	➤ Safe passageway around exterior of school site	➤ Ensure even surfaces are maintained and clear. ➤ Trip hazards removed or highlighted with yellow 55mm nonslip paint, where possible.	➤ Sept 25	➤ HO&P	➤ Unhindered access and accessibility to all parts of the site.	✓ 09/25
5	➤ Rescheduling rooms for students unable to access upper floors.	➤ Designated room to be in situ next to reception which will cater for all student needs	➤ Aug 24	➤ HO&P ➤ Student Services	➤ Equal opportunities to attend all activities	✓ 08/24
6	➤ Organisation of off-site activities to address suitability of transport for a range of SEND	➤ Portable ramp to allow access to transport. School minibus to be requested.	➤ Jan 24	➤ Trip/Educational Visits Leader	➤ Total participation in all school activities and trips by SEND students	✓ 01/24
7	➤ Emergency evacuation procedures (PEEPS) to be reviewed for students with SEN and additional needs.	➤ Estates Bursar and SENDCO to meet and establish assembly point and facilitate evacuation of disabled students	➤ Oct 25	➤ HO&P ➤ SENDCO	➤ All fully aware of procedures and designated personnel and rendezvous areas.	TBC

Access to Information

Target	What is to be achieved	How will it be achieved	When	By Whom	Success Indicators	Complete
1	<ul style="list-style-type: none"> ➤ Wall displays to be clearly displayed to be accessible to students and adults with a range of specific and special needs. 	<ul style="list-style-type: none"> ➤ Capitalisation to be used appropriately. Attention to spacing 1.5 - 2 times alignment, good tonal contrast. 	<ul style="list-style-type: none"> ➤ Aug 24 	<ul style="list-style-type: none"> ➤ All 	<ul style="list-style-type: none"> ➤ Students, governors and visitors to be able to access information displayed clearly. Focus on visual aspects 	✓ 08/24
2	<ul style="list-style-type: none"> ➤ Provision of translators/communicators for interviews, Annual Reviews and Parent's Reviews, etc. Including parents 	<ul style="list-style-type: none"> ➤ Application and completion of appropriate documentation or telephone request to Translation Service at RBC 	<ul style="list-style-type: none"> ➤ Aug 24 	<ul style="list-style-type: none"> ➤ SENDCO 	<ul style="list-style-type: none"> ➤ Equal opportunities to all wishing to attend meetings. Clear communication. 	✓ 08/24
3	<ul style="list-style-type: none"> ➤ IT equipment to be reviewed for students with physical and visual needs. 	<ul style="list-style-type: none"> ➤ Liaison and advice from RBC VI service. Provision through Statement funding for laptop computers and ongoing support. 	<ul style="list-style-type: none"> ➤ Sep 25 	<ul style="list-style-type: none"> ➤ SEND ➤ ICT dept, ➤ Network Manager, ➤ Parents ➤ Occ Health 	<ul style="list-style-type: none"> ➤ Students with visual and physical needs to be able to gain independent access to ICT equipment and the curriculum. 	✓ 09/25
4	<ul style="list-style-type: none"> ➤ Enlarged text request for curriculum materials. 	<ul style="list-style-type: none"> ➤ Publisher to be contacted re: enlarged text. SENDCO to request enlarged print for students with VI. 	<ul style="list-style-type: none"> ➤ Sep 25 	<ul style="list-style-type: none"> ➤ Teachers ➤ SEND ➤ TA 	<ul style="list-style-type: none"> ➤ Students to experience equal opportunities to access the curriculum gaining independence in their learning. 	✓ 09/25
5	<ul style="list-style-type: none"> ➤ Safety notices to be displayed to be accessible to all students. 	<ul style="list-style-type: none"> ➤ Reference to detail re: design, colour, size of font and prominence of display. 	<ul style="list-style-type: none"> ➤ Sep 25 	<ul style="list-style-type: none"> ➤ HO&P ➤ Teachers ➤ SENDCO 	<ul style="list-style-type: none"> ➤ All safety notices to be accessible and impart information 	✓ 09/25
6	<ul style="list-style-type: none"> ➤ Training on a range of SEN and Disability in order to enhance skills and knowledge of staff 	<ul style="list-style-type: none"> ➤ Organise external facilitators based on identified training needs. 	<ul style="list-style-type: none"> ➤ Aug 24 	<ul style="list-style-type: none"> ➤ SENDCO 	<ul style="list-style-type: none"> ➤ All staff to be skilled in working with a range of students with SEN. 	✓ 08/24

Target	What is to be achieved	How will it be achieved	When	By Whom	Success Indicators	Complete
7	➤ Identification of all students and parents with a disability. Collation of data on school system.	➤ Audit to be conducted following DDA guidelines on disability.	➤ Oct 24	➤ SEND ➤ SL ➤ Ho ➤ Admin	➤ Further development of data base. Ability of school to monitor and review trends responding accordingly relating to students, parents and staff.	✓ 10/24
8	➤ Specific tracking and monitoring of student progress and attitude	➤ Database/spreadsheet to be set up and termly monitoring of attendance, exclusion, academic and social progress.	➤ Oct 24	➤ Staff, ➤ SLT ➤ HoH ➤ Admi staff	➤ Students with disability to be monitored and strategies and provision to be put in place to ensure progress in all areas of school life	✓ 10/24
9	➤ Continued promotion of awareness of the needs of students with SEN and Disability in respect of support in class and beyond, including for independent learning	➤ Further reference to Pedagogy and Practice materials. ➤ Revision and monitoring of practice. Memos as required. ➤ INSET.	➤ Oct 24	➤ SENDCO ➤ Staff ➤ Student ➤ Parent ➤ RBC	➤ Reduction in incidents of student and parent's difficulties associated with completion of homework.	✓ 10/24
10	➤ Distribution of RNIB materials re: clarity and quality of printed text and displays. Review of suitability of resources for students with VI.	➤ SENDCO to distribute. ➤ Liaison with VI TA	➤ Oct 24	➤ SENDCO ➤ TA	➤ Awareness of need for quality text in advised font and size.	✓ 10/24
11	➤ Identification of assessments in order to ensure ordering /preparation of texts and special considerations.	➤ HODs, Examinations Officer to prepare timetable.	➤ Sept 2025	➤ Exam Off ➤ HODs, ➤ Subject staff.	➤ Early preparation of documentation required for Special Considerations.	✓ 07/24

Access to the Curriculum

Target	What is to be achieved	How will it be achieved	When	By Whom	Success Indicators	Complete
1	➤ Enlargement of text for students with visual disability – handouts/worksheets, timetables, Progress Tests.	➤ Reference to RNIB guidelines on type, size, font 16-22 medium/bold.	➤ Sept 25	➤ SEND ➤ Teachers	➤ Students to successfully and independently access the curriculum.	✓ 09/25
2	➤ Examination papers for exams to be enlarged / prepared for students with visual impairment.	➤ Liaison with examinations officer and Deputy Head regarding ordering of papers.	➤ Sept 25	➤ Ex Of ➤ SENDC ➤ Dep Head	➤ Opportunity to complete examinations suited to visual ability.	✓ 09/25
3	➤ Provision of amanuensis for examinations for students eligible for special exam arrangements.	➤ Completion of appropriate documentation following attainment testing referral process.	➤ Sept 25	➤ SENDC ➤ Edu Psy ➤ Exa Off ➤ Exa Boa	➤ Thorough assessment leading to correct referral and permission	✓ 09/24
4	➤ Provision of specialist equipment for students and staff with physical and mobility needs.	➤ SENDCO, HO&P to be assisted in determining need for equipment following advice from external agents.	➤ Sept 25	➤ SENDCO ➤ HO&P ➤ Physiotherapists.	➤ Students to access the curriculum using equipment assessed to be suitable for their needs.	✓ 09/25
5	➤ School visits and activities to include students with a range of disability and additional needs.	➤ Risk assessments to be carried out. Appropriate documentation to be completed. Staff ratio to meet needs of students.	➤ Sept 25	➤ HODs ➤ SENDCO ➤ EVC, ➤ Parents, ➤ Students.	➤ No student to be excluded from an activity or trip due to their SEN or disability.	✓ 09/24