



# **Westfield Primary School and Nursery Accessibility Plan**

**Date ratified: November 2025**

**Ratified by: FGB**

**Date to be reviewed: November 2028 (every 3 years)**

## **1. Introduction**

Westfield Primary School & Nursery is committed to providing an inclusive and accessible environment where all pupils, staff, families and visitors feel valued, respected, and able to participate fully in school life. We recognise our responsibilities under the Equality Act 2010 and are committed to ensuring that no pupil is disadvantaged due to disability.

This Accessibility Plan sets out how Westfield will:

1. Increase access to the curriculum for pupils with disabilities;
2. Improve the physical environment of the school to increase access;
3. Improve the availability and delivery of information to pupils and parents with disabilities.

This policy should be read alongside:

- Special Educational Needs & Disabilities (SEND) Policy
- Safeguarding & Child Protection Policy
- Health and Safety Policy
- Behaviour Policy
- Self Evaluation Development Plan

This plan is forward-looking, strategic, and designed to ensure continual improvement across the school.

## **2. Legal Framework**

This policy complies with:

- Equality Act 2010, Schedule 10 – Accessibility for Disabled Pupils
- Public Sector Equality Duty (PSED) – eliminate discrimination, advance equality, foster good relations
- SEND Code of Practice (2014)
- DfE Guidance on Equality and Diversity in Schools

Under the Equality Act, a person is considered disabled if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to carry out normal day-to-day activities. Westfield is required to make reasonable adjustments and plan proactively for accessibility needs.

## **3. Roles and Responsibilities**

### **Governing Body**

- Approves and reviews the Accessibility Plan
- Monitors progress annually
- Ensures resources are allocated to deliver accessibility objectives

### **Headteacher**

- Leads implementation of the plan
- Ensures accessibility is embedded across school systems and policies

- Oversees staff training, site development, and curriculum inclusion

### **SENDCo / Deputy**

- Identifies barriers to learning for pupils with disabilities
- Coordinates reasonable adjustments and support arrangements
- Advises on curriculum adaptation, teaching strategies and auxiliary aids

### **Site Manager**

- Ensures the physical environment supports accessibility
- Plans and oversees building improvements
- Maintains accessible routes, signage, and safety features

### **Staff Team**

- Deliver inclusive teaching and learning
- Implement reasonable adjustments in the classroom
- Identify newly emerging needs and refer to SENDCo

### **Parents and Pupils**

- Contribute to ongoing consultation
- Provide feedback on access, communication and school environment

## **4. Current Context and Accessibility Audit**

Westfield conducts a formal accessibility audit every three years, with annual monitoring which includes the link health and safety governor.

Key areas assessed include:

- Classroom and school layout and navigation
- Building access and routes
- Toilets and hygiene facilities
- Emergency evacuation and lockdown procedures
- Playground and outdoor space
- The wildwood and forest school
- Curriculum access and teaching strategies
- Information formats and communication systems

Findings from the most recent audit inform the actions in this plan.

## **5. Aims and Objectives**

### **Overall Aim**

To ensure Westfield Primary School & Nursery is fully accessible to all stakeholders and supports equal participation in every aspect of school life.

### **Objectives**

#### **1. Curriculum Access**

- Ensure teaching and learning are inclusive and responsive to needs
- Enable participation in all curriculum activities, visits, clubs, and events

#### **2. Physical Environment**

- Improve the physical environment to support mobility, sensory needs and safety
- Ensure all reasonable adjustments are made to enable physical access

### 3. Information and Communication

- Improve delivery of written and digital information for pupils and parents
- Provide information in a range of accessible formats

## 6. Accessibility Action Plan (2025–2028)

Year 1 – 2025-26, Year 2 – 2026-27, Year 3 – 2027-28

### Objective 1: Improve Access to the Curriculum

| Action  | Timescale             | Responsibility                      | Success Criteria   |
|---|-----------------------|-------------------------------------|--|
| Review curriculum to ensure inclusion and accessibility for all subjects and activities                     | Year 1;<br>ongoing    | SENDCo, SLT,<br>Teachers            | Curriculum documents show adaptations; pupils with disabilities participate in all areas                 |
| Provide staff training in inclusive practice, reasonable adjustments, and universal design for learning     | Annual                | Headteacher,<br>SENDCo              | Training logs; lesson observations show inclusive strategies   |
| Increase access to assistive technologies (e.g., laptops, reading pens, visual supports, sensory resources) | Years 1–2;<br>ongoing | SENDCo, ICT<br>Lead                 | Pupils use appropriate aids; improved engagement and progress  |
| Ensure all trips, clubs and enrichment activities are planned inclusively                                   | Ongoing               | SLT, Trip<br>Leaders                | Risk assessments show inclusive planning; all pupils can participate<br>Training for staff is up to date |
| Review assessment methods to ensure accessibility (e.g., alternative formats, flexibility)                  | Year 2                | Curriculum<br>leads, SENDCo,<br>SLT | Fair assessment opportunities demonstrated in pupil outcomes   |

### Objective 2: Improve the Physical Environment

| Action   | Timescale | Responsibility  | Success Criteria   |
|--|-----------|---|--|
| Conduct full accessibility audit of site including classrooms, corridors, toilets, signage and outdoor areas | Year 1    | Headteacher, Site<br>Manager, Health<br>and Safety link<br>Governor | Audit completed; priority improvements identified              |
| Audit access routes (ramps, rails, widened pathways)   | Years 1–3 | Headteacher, Site<br>Manager, Health<br>and Safety link<br>Governor | Increased mobility access; positive feedback from stakeholders |
| Improve access routes (ramps, rails, widened pathways)   | Years 1–3 | Headteacher, Site<br>Manager, Health<br>and Safety link<br>Governor | Increased mobility access; positive feedback from stakeholders |

|   |           |   |  |
|---|-----------|---|--|
| Enhance lighting, colour contrast and acoustic treatment in identified areas                            | Years 2–3 | Site Manager, Health and Safety link Governor         | Improved usability for visually or hearing-impaired pupils. Reduced stimulation from overhead lighting |
| Review and improve accessible toilet, changing and showering facilities                                 | Years 1–3 | Site Manager, Health and Safety link Governor         | Accessible facilities meet pupil needs; plans for upgrading where required                             |
| Review emergency evacuation procedures; create Personal Evacuation Action Plans (PEAPs) for individuals | Annual    | Site Manager, Health and Safety link Governor, SENDCo | Effective drills; individual plans updated   |

### Objective 3: Improve Access to Information

| Action  | Timescale | Responsibility   | Success Criteria   |
|---|-----------|--|--|
| Audit the accessibility of written communication, website, and digital platforms                | Year 1    | SENCO, Office Manager, Headteacher                               | Audit findings inform actions; barriers identified; changes made |
| Provide information in alternative formats (large print, easy-read, audio, translated versions) | Ongoing   | Admin Team   | Parents and pupils receive information in preferred formats      |
| Improve website accessibility (text, clear navigation, accessible documents)                    | Years 1–2 | SENCO, Office Manager, Headteacher, Communications sub committee | Website meets recognised accessibility standards                 |

### 7. Monitoring and Review

- The Governing Body will receive an annual update on progress.
- A full formal review will occur in 2028.
- Accessibility planning will be integrated into:
  - Self Evaluation Development Plan
  - Health and Safety audits
  - SEND provision planning
- The Accessibility Plan will be updated when significant changes occur to the building, staffing, or pupil population.
- Feedback from learners, staff and parents will inform all reviews.

### 8. Publication and Availability

The Accessibility Plan and policy will be:

- Published on the school website
- Available from the school office

- Provided in alternative formats upon request
- Shared with stakeholders as part of SEND and equality information

## **9. Linked Policies and Documents**

- SEND Policy
- SEND Information Report
- Health and Safety Policy
- Behaviour Policy
- Self Evaluation Development Plan