

Action Plan 2015 – 18

Priority (i.e. what you are hoping to achieve)	Action Required (including necessary resources)	Success Criteria	Timescale (i.e. when the outcome will be achieved)	Responsible Persons/ Monitored by	Date Achieved
Gather data to draw up a fuller picture of the current needs of the School Community regarding disability.	Compile a school community questionnaire.	Send out questionnaires to all parents. Analyse responses. Act upon issues that have arisen.	Questionnaires out by November 2015. Analysis by January 2016. Actions by February 2016	MV,ZD.GW,MC,CC	
Improve access to all visual information for pupils and parents.	Visual information to be provided in different formats as required on request. Request advice from specialist services on how best to achieve this.	All parents accessing school information in a variety of formats according to need.	February 2016 then reviewed annually.	MV,ZD.GW,MC,CC Plus Administration staff	
Continue to raise standards of disabled pupils by overcoming barriers to learning and achievement.	Evaluation of pupil progress meetings to identify any underachievement of disabled pupils.	Where progress is below average, strategies are put in place to close the gap, bringing them to national average.	Termly pupil progress meetings.	M. Vinall Z. Davis plus relevant teaching staff.	
Improve awareness of breadth of disability issues with staff and pupils.	Implement training in key areas of need identified by current cohort.	All staff have an awareness of all pupils needs they may encounter.	Training September 2015.	Nursing team MV,ZD.GW,MC,CC	September 2015 training on brittle asthma completed.

	<ul style="list-style-type: none"> • Epi pen training • Brittle asthma 	Any needs of new pupils and those who join us on entry at nursery, reception and year 3 are addressed.	Reviewed annually in September.		
Personal evacuation plans for all staff and pupils with disabilities.	Evacuation plans for named individuals, reviewed and updated annually. New plans created for new staff and pupils on entry.	Evacuation plans in place for named individuals and shared with all staff.	Reviewed annually in October.	MV,ZD.GW,MC,CC SEN advisory teachers.	

*Review Date: **September 2017***

Senior Member of Staff Responsible: C Cole(Executive Head Teacher)

Designated Members of Staff: SENCO Marian Vinal/Zoe Davis

Governors Responsible: Geoff Williams

Michelle Collins