



Broomfield
House School

ACCESSIBILITY PLAN

This Policy, which applies to the whole school including the Early Years Foundation Stage (EYFS), is publicly available on the School website and upon request a copy, (which can be made available in large print or other accessible format if required), may be obtained from the School Office.

Legal Status:

- Special Educational Needs and Disability Act (SENDA)
- Equality Act (2010) and The Public Sector Equality Duty (2011)

Broomfield House Strategy:

The Broomfield House strategy is to address and comply with the requirements of the Disability Discrimination Act 1995 and the Special Educational Needs and Disability Act (SENDA), Equality Act (2010) and The Public Sector Equality Duty (2011), as amended.

Monitoring and Review:

- ✓ This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- ✓ The Headteacher, undertakes a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Last reviewed: December 2024

Next review: December 2025

The Special Needs and Disability Act 2001 refers to disabled children in a wide sense, including those with special educational needs and those with learning difficulties and disabilities. The Act obliges us not to treat disabled children less favourably and to take reasonable steps to avoid putting disabled children at a substantial disadvantage in matters of admission and education. The three-year plan supplements our disability policy and is in three sections, covering the following areas:

- (a) The extent to which disabled children (including those with learning difficulties) can participate in the whole curriculum;
- (b) Making written information accessible in a range of different ways for disabled children, where it is provided in writing for children who are not disabled;
- (c) Proposed developments in physical access to education and associated services.

Under the Disability Act 2005 and the Equality Act 2010 Broomfield House School, as an education provider, is required to take reasonable steps to treat disabled children fairly and we are committed to trying to make our facilities, teaching and curriculum open to all – children and staff. We have a Special Educational Needs Policy (SEN) in order to ensure that we make effective and efficient provision for children with SEN, and this Accessibility Plan, both of which are regularly reviewed and updated. The Plan ensures that when drawing up our future plans for our facilities, we consider enhancements which may be made to improve access for the disabled.

Provisions made to date

Since 2003, when the Plan was first drawn up, we have made provision, if necessary, for the construction of an appropriate external lift in the school playground to provide safe access to Broomfield House, Broomfield House Annexe and the Dining/Kitchen buildings. The current years 2, 4 and 6 classrooms, all in Broomfield House Annexe, all have an induction loop fitted and ready for operation, for those who may need it. This may be extended across the whole school as necessary.

We have also made provision in our room plans to enable any possible disabled pupils to be taught in classrooms on the ground floor of Harrow House and/or Broomfield House and its Annexe, with classrooms to be rotated between teachers as necessary. This offers options on classrooms, depending on the age of the child/children concerned, using the current Pre-Kindergarten and Kindergarten for early years, the current Year 2 classroom for Key Stage 1 and the current year 4 for Key Stage 2. The Study Room may be used for any specialist teaching purposes outside of the classroom, along with the gymnasium.

In 2009- 10 we put plans in place for the provision of easier ramp access, to Broomfield House, Broomfield House Annexe and the Dining/Kitchen building. When needed, we will install the Enable Access “Aerolight” folding ramp system which will enable any visitors or pupils and staff easily to move between Harrow House and Broomfield House.

In January 2010, the School signage was modernised, and visual impairment was one consideration when choosing the colours and graphics of the new signs.

From 2014-15 onwards we have developed our training for EYFS and KS1/2 staff with the help of the Education Practice and are sending our SENDCO on ISA SEN courses.

In September 2017-18 we had created a new disabled toilet for the first time in Broomfield House; we have also updated the Harrow House disabled toilet in Summer 2021 in addition to the updating and expansion of the early years’ toilets. A new study space for early years was also created in Summer 2018 to enhance special needs and one to one work in early years. In September 2017 we introduced the Jigsaw PSHEE programme from PK to Year 6 to support the children’s emotional well-being and social interaction.

Two senior members of staff were also trained as ELSA practitioners in 2017-18 and this programme has been implemented for all children from September 2018. A third member of staff is currently being ELSA trained as of September 2022.

Future Plans

TASK OR ISSUE	ACTION	LEAD	TIMEFRAME & COSTS	Autumn 2021 update
Read Write Inc to be rolled out in Early Years and Key Stage 1 with a focus on inspiring excellent progress in phonics.	Whole school training planned over multiple staff training days with external and internal lead sessions.	Head of School (AA) Head of Early Years (SS)	Sept 2021-2022 £10,000 + VAT Quick implementation needed	Completed and rolled out September 2021 with ongoing training continuing.
Repurpose office space to allow for a dedicated ELSA and ILE support room.	Move office spaces and refurb as needed. Create space to store Read, Write, Inc resources to ensure staff can access as needed when working with the children. A rota will be needed for the space.	Head of School, Deputy Head Pastoral, Head of Early Years	January 2020 Minimal cost	Completed January 2020 and being used as planned.
Disabled toilet in Broomfield House re-positioned to allow for a wheelchair and all facilities refurbished	Bathroom company sourced and competitive quotes obtained. Careful choice of materials. Visit to Radnor House School to look at their provision	Administration Manager (BS) Head of School (AA)	December 2020 – cost £28,000	Completed December 2020
Put in water trough style sinks outside the Dining Hall to support good hygiene. Children are washing hands before lunch but this will allow for continued levels of hand hygiene.	Head of School to obtains quotes and find ideal solution to redesign the area outside of the dining hall to allow for hand washing.	Head of school (AA) Bursar (DM)	2022 £5000	In the process and planned for Summer Term 2022
New signs in school and outside of school to direct visitors to the correct places and to direct children to correct areas as needed.	Head of School to work on designs with signage company to ensure all is inline with school new branding. Make visually clear and simple, using graphics to ensure communication of meaning.	Head of School (AA)	2021-22 £8000	Completed October 2021
Large visual screen in entrance hall giving information about the school to children, parents and staff. A method for clear communication and information sharing. Will also look at installing a second screen in the atrium should the first screen have a good impact.	Head of School to work with the school's IT support partner (ILUX).	Head of School (AA)/ Head of Admissions (DC)	2021-22 £2000	Completed October 2021.
The Early Years classroom spaces and communal areas to be refurbished with a focus on creating a calm, spacious environment that allows for flow. The heights of shelving to be changed for	Head of School to work with Lisa Maynard from Dukes to project manage the development.	Head of EYFS along with Deputy Head (Academic)	Complete during 2020-21 – cost £50,000	Completed summer 2021.

accessibility for the children and equipment accessible to allow for independence. The outdoor area to be redeveloped at a later stage.				
Refurbishment of the School Office to include access to daily first aid for children.	Head of School to work with Lisa Maynard from Dukes to project manage the development.	Head of School (AA)	Begin during Summer 2021	Completed October 2021 due to the need to wait on materials.
Replace furniture in Early Years and Key Stage 1 to ensure ergonomic fit and comfortable working conditions.	Measure chair and table sizes as needed and look at how best to work without the use of personalised school trays.	Head of School (AA), Head of Early Years (AB)	Summer 2021 and October 2021	Completed in the planned time frame. 5 additional tables ordered due to an increase in pupil numbers and space requirements.
Re-introduce Individual Learning Enhancement Lead role and recruit to ensure we are supporting children with additional needs closely.	Advertise the role and agree on job specification. Full time role.	Deputy Head Pastoral (JP), Head of School (AA)	Role to begin January 2022.	Complete.
Add ILE targets onto Termly report for parents to see to ensure they are able to continue supporting their children at home. Publish via iSams onto the parent portal.	Set up iSams cycle and test before use. Inform parents at PTA and work with staff on process. Deputy Head Pastoral to write ILE reports.	Deputy Head Pastoral (JP), Head of School (AA)	Use for first time in Spring Term.	First used in Spring Term reporting cycle 2021.
Staff to make sure of the Dukes Learning Development offering.	Many excellent SEND focuses training available to school staff which we will encourage all to use and sign up for using the Dukes Hub.	Head of School (AA), Deputy Head Pastoral (JP),	Begin using as soon as Dukes hub launched.	Staff have been using this resource well already since 2020 when hub launched.

Developing Our Accessibility Plan

Broomfield House has developed its accessibility plan in the following ways:

