



## Access Policy and Plan

### 1. Children, Parents and the Public:

- a. Between the hours of 7.45-9am and 3.20-6pm, children and parents will enter and leave the building via the School Gates. The gates will be closed during the day and there is a security system to gain access.
- b. Parents will not use the front entrance unless they are bringing in or collecting their child/ children or have a prior appointment.
- c. This entrance is suitable for disabled use.
- d. Access to the lower section of the school from the Ground floor level is via a slope situated in the main corridor.
- e. External access from the building to the rear of the school can be gained from both Ground Floor and Lower Ground Floor levels.
- f. The existing ramp from Ground Floor level to the play ground area at Lower Ground floor level has been widened and re-surfaced.

### 2. Staff

- a. Staff will have access codes to the front entrance which they can access between the hours of 7am and 6pm
- b. Disabled members of staff who arrive in their own cars will make prior arrangements with the Head Teacher for the car park gates to be opened and closed and to be assisted into the building.
- c. There is a dedicated car parking space for Blue Badge holders next to the entrance door.
- d. Entrance to the School is via the level threshold from the car park level, up the internal ramp to Lower Ground level. Access from the Lower Ground floor level to the Ground floor level is via the slope.

### 3. Blindness

- a. If we had a blind parent or pupil we would ensure access to information and the curriculum by arranging to have material translated into Braille or by reading to the individual.

### 4. Deafness

- a. If we had a deaf parent or pupil we would ensure access to information and the curriculum by ensuring that all information was written in a manner that could be clearly understood and would aim to get a member of staff trained to use sign language.