



**The Queen Elizabeth  
Academy**

“We Can and We Will”

## TQEA Accessibility Procedures 2021-22

Target	Tasks	Timescale	Resources	Responsibility	Monitoring
<p><i>Impact Analysis</i></p> <p>Ensure all policies consider the implications of Disability Access</p>	<ul style="list-style-type: none"> <li>Analyse impact of Behaviour Code, School Rules, Anti-Bullying Policy, Educational Visits, Homework, Health Provision in relation to pupils with disabilities. Consult pupils and staff on any proposed changes.</li> </ul>	Autumn Term	Student and SENCo time to review policies.	Leadership Team and SENCo	Governors
<p><i>Premises</i></p> <p>Continue to ensure that site access meets the needs of pupils, staff, parents and community users</p>	<ul style="list-style-type: none"> <li>Review personal evacuation plans if appropriate.</li> <li>Continue to use Learning Support based as a low arousal / safe space.</li> <li>Audit signage of evacuation procedures, internet safety, fire drill etc.</li> <li>Key staff to have working knowledge of operating the lift.</li> </ul>	July	2 hour SENCo time for audit	SENCo and Business Manager	SEN Governor

<p><i>Attitudes</i></p> <p>To promote positive attitudes to disability</p>	<ul style="list-style-type: none"> <li>▪ Review PSHE Curriculum</li> <li>▪ Review Assembly Programme: remind SLT to include explicit links within assemblies</li> <li>▪ Consider involving local disability groups in assemblies and visits to school</li> <li>▪ Regular items for newsletter reflecting achievements of pupils with disabilities</li> </ul>	<p>Summer Term</p>		<p>SENCo and PSHE Co-ordinator</p>	<p>Leadership Team and Governors</p>
<p>Newsletters and Information</p> <p><b>Availability of documents in alternative formats.</b></p>	<ul style="list-style-type: none"> <li>▪ Large print and audio formats, etc. as required.</li> <li>▪ Review accessibility of newsletter and letters to parents.</li> <li>▪ Homework information available in alternative formats as appropriate.</li> </ul>	<p>Autumn Term</p>	<p>.</p>	<p>PA to the Principal / SENCo/Class Teachers</p>	<p>SEN Governor</p>

Policy Responsibility: SEND