



**SHERBORNE PRIMARY SCHOOL ACCESSIBILITY PLAN 2012-2016 : Improving the Delivery of Written Information**

<b>TARGET</b>	<b>STRATEGY</b>	<b>OUTCOME</b>	<b>TIMESCALE</b>	<b>ACHIEVEMENT</b>	<b>CURRENT PROGRESS</b>
Availability of written material in alternative formats	The school will make itself aware of the services available through the LA for converting written information into alternative formats. The induction process will include EAL.	The school will be able to provide written information in different formats when required for individual purposes such as the use of symbols, communicate in print, large print or through augmentative communication technology, contrasting colours or different languages.	By September 2012	Delivery of information to disabled pupils and parents or parents with English as an additional language improved	ParentMail used  Still seeking advice regarding translation service for different styles of communication  Link with Secondary school to access translator for Polish family
Make available school brochures, school newsletters and other information for parents in alternative formats	Review all current school publications and promote the availability in different formats for those that require it	All school information available for all through hard copy and website All parents/carers have choice to sign up for parentmail	April 2012	Delivery of school information to parents made more efficient and eco friendly	Information on school website  Use of ParentMail

Raise the awareness of adults at and for the school on the importance of using a range of communication systems according to individual needs	<p>Staff training on a consistent approach to using Somerset Total Communication (STC)</p> <p>Liz Maskew is a trained facilitator of STC and will provide "in house" training</p>	<p>All staff will be trained in STC</p> <p>Evidence of STC will be visible around eg visual timetables in classroom, staff using appropriate signing</p>	STC training from Jan 2012 onward	All pupils are able to access school life through enhanced use of STC	<p>STC visual communication signs used across the school</p> <p>Visual timetable in every classroom</p>