

This Accessibility Plan is compliant with the current legislation and requirements and supplements the Equality & Diversity Policy. Governors are accountable for ensuring the implementation, review and reporting on progress of this plan annually.

The aim of the Accessibility Plan ensures that the school continues to improve all aspects of the physical environment of the school site, the curriculum and written information so that all pupils with a disability can take full advantage of the education and associated opportunities provided by the school.

Definition (Equality Act 2010) “A person has a disability if he or she has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day to day activities” Physical or mental impairment includes sensory impairments and also hidden impairments. ‘Substantial’ means ‘more than minor or trivial’. ‘Long-term’ means has lasted or is likely to last more than 12 months. The definition is broad and includes children with a wide range of impairments, including learning disabilities, dyslexia, autism, speech and language impairments, Attention Deficit and Hyperactivity Disorder (ADHD), diabetes or epilepsy, where the effect of the impairment on the pupil’s ability to carry out normal day-to-day activities is adverse, substantial and long-term. All those with cancer or surviving cancer; HIV or Multiple Sclerosis are now included from the point of diagnosis. A significant number of pupils are therefore included in the definition.

Normal day-to-day activity The test of whether the impairment affects normal day-to-day activity is whether it affects one or more of the following:

- Mobility
- Manual dexterity
- Physical co-ordination
- Continence
- Ability to lift, carry or otherwise move everyday objects
- Speech, hearing or eyesight
- Memory or ability to concentrate, learn or understand
- Perception of risk of physical danger

At Cottingley Village Primary School we are committed to providing an accessible environment which values and includes all pupils, staff, parents and visitors regardless of their education, physical, sensory, social, spiritual, emotional and

Cottingley Village Primary School Accessibility Plan - 2026 - 2029



cultural needs. We are committed to taking positive action with regard to disability and to reinforcing our culture of inclusion.

At Cottingley Village Primary School we currently have pupils with visual and hearing impairment, personal care needs, and also pupils with additional communication, learning and physical needs. The plan addresses our current school community but recognises the need to make reasonable adjustments where practicable if the situation changes. It also acknowledges that there is a need for ongoing awareness raising and training for staff and governors in the matter of disability discrimination and the need to inform attitudes on this matter.

The Accessibility Plan will contain relevant actions to:

1. Improve awareness of equality and inclusion.
2. Improve access to the physical environment of the school, adding specialist facilities as necessary. This covers reasonable adjustments to the physical environment of the school and physical aids to access education.
3. Increase access to the curriculum for pupils with a disability, expanding and making reasonable adjustments to the curriculum as necessary to ensure that pupils with a disability are as, equally, prepared for life as are the able-bodied pupils; (If a school fails to do this they are in breach of the Disability Discrimination Act. This covers teaching and learning and the wider curriculum of the school such as participation in after-school clubs, leisure and cultural activities or school visits. It also covers the provision of specialist aids and equipment, which may assist these pupils in accessing the curriculum.
4. Improve and make reasonable adjustments to the delivery of written information to pupils, staff, parents and visitors with disabilities. Examples might include hand-outs, timetables, textbooks and information about the school and school events. The information should be made available in various preferred formats within a reasonable time frame. Information about our Accessibility Plan will be published on the school website and copies made available to parents on request.

[The Exceed Academy Trust complaints procedure also covers concerns about SEND provision.](#)

The Plan will be monitored through the school's Local Area Board.

Accessibility Plan 2026 - 2029

	Targets	Strategies	Responsibility	Timeframe	Success Criteria
Equality and Inclusion	Accessibility Plan and Equality become an annual	Accessibility plan and equality added to policy	Head teacher/chair of Local Area Board	Review annually	Adherence to current legislation

Cottingley Village Primary School
Accessibility Plan - 2026 - 2029



	agenda and Local Area Board meetings	schedule review list			
	Training to raise awareness of equality and disability issues	Discuss perceptions of issues with staff/governors to determine the current status of school	Headteacher/ SENCO	Continuous	Whole School community aware of issues relating to access
	To ensure that all children and staff can access the 'whole' of school life	Discussions with parents, staff and pupils and other professionals where appropriate re strategies Sharing resources with parents, staff and pupils Liaising with professionals and parents regarding ongoing support Collaborating with other professionals across the trust sharing good practice	All staff	On going	All children, parents and staff will be included and feel included in the whole of school life and can access all that is provided through parent/child questionnaire
	To ensure all families regardless of financial stability can access all school life	Publishing pupil premium funding so families understand the support available Use of pupil premium money to support	Headteacher	Always available	All families are able to access all that school offer

Cottingley Village Primary School
Accessibility Plan - 2026 - 2029



		families by offering: uniform voucher, FSM, contribution towards visits, contribution towards after school clubs, travel assistance etc			
--	--	--	--	--	--

	Targets	Strategies	Responsibility	Timeframe	Success Criteria
Physical Environment	The school is aware of the access needs of disabled pupils, staff, governors, parents/carer's and visitors	To create access plans for individual disabled pupils as part of the IEP process when required	SENCO	As required	IEP's in place for disabled pupils and all staff aware of pupils needs
		Be aware of staff, Governors and parents / carers access needs and meet as appropriate	Headteacher	Continuous	All staff, governors and parents have full access to all school activities
		Consider access needs during recruitment process.	Headteacher	As required	Access issues do not influence recruitment and retention.
	Layout of school allows access for all pupils to all areas	Consider needs of disabled pupils, parents/carers or visitors when considering any redesign or any building works planned	Headteacher / Local Area Board / Site manager	As required	Re-designed areas are usable by all

Cottingley Village Primary School
Accessibility Plan - 2026 - 2029



		Some offices and intervention rooms have a single step on fire exit - consider this when using for specific children			
	Ensure accessibility of access to IT equipment	Alternative equipment in place to ensure access to all hardware including the hall Liaise with VI/HI on information with regard to the visual impaired and hearing impaired pupils when needed	SENCO / Headteacher SENCO / Headteacher	Continuous Continuous	Hardware and software available to meet the needs of children as appropriate
	Ensure hearing equipment in classrooms to support hearing impaired when needed	Assessed individual as per need	SENCO / Headteacher	Continuous	All children have access to the equipment

	Targets	Strategies	Responsibility	Timeframe	Success Criteria
Curriculum	Increase confidence of all staff in using adaptive teaching within the curriculum	Be aware of staff training needs on curriculum access Assign CPD for dyslexia, differentiation, second language learners and any other disability and	SENCO DHT	Continuous / as required	Raised staff confidence in strategies for differentiation and increased pupil participation

Cottingley Village Primary School
Accessibility Plan - 2026 - 2029



		<p>recording methods</p> <p>Online learning modules if required</p>			
	<p>Ensure classroom support staff have specific training on disability issues</p>	<p>Be aware of staff training needs</p> <p>Staff access appropriate CPD</p> <p>Online learning modules if required</p>	<p>SENCO</p>	<p>As required</p>	<p>Raised confidence of support staff</p>
	<p>Ensure all staff are aware of disabled children's curriculum access</p>	<p>Set up a system of individual access plans for disabled pupils when required</p> <p>Information sharing with all agencies involved with child</p>	<p>SENCO</p>	<p>As required</p>	<p>All staff aware of individuals needs</p>
	<p>Use ICT software to support learning</p>	<p>Make sure software installed where needed</p>	<p>ICT Curriculum Lead/ ICT support provider / SENCO</p>	<p>As required</p>	<p>Wider use of SEN resources in classrooms</p>
	<p>All educational visits to be accessible to all</p>	<p>Develop guidance for staff on making trips accessible</p> <p>Ensure each new venue is vetted for appropriateness through a pre-visit</p>	<p>Headteacher / SENCO / all staff</p>	<p>As required</p>	<p>All pupils in school able to access all educational visits and take part in a range of activities</p>
	<p>Review PE curriculum to ensure PE accessible to all</p>	<p>Gather information on accessible PE and disability sports</p>	<p>PE co-ordinator</p>	<p>As required</p>	<p>All to have access to PE and be able to excel</p>

Cottingley Village Primary School
Accessibility Plan - 2026 - 2029



	Targets	Strategies	Responsibility	Timeframe	Success Criteria
Written Information	Review information to parents/carers to ensure it is accessible	Provide information and letters in clear print	Office	As required	All parents receive information in a form that they can access Documentation is accessible
		School office will support and help parents to access information and complete school forms as necessary	Office	As required	
		Ensure website and all document accessible via the school website can be accessed by the visually impaired	Website design team Headteacher / Office manager	Continuous	
	Improve the delivery of information in writing in an appropriate format	Provide suitably enlarged, clear print for pupils with a visual Impairment Seek support from VI team	All staff/SENCO	Continuous	Excellent communication
	Ensure all staff are aware of guidance on accessible formats	Guidance to staff on dyslexia and accessible Information SCIL support	SENCO	Continuous	Staff produce their own information
	Annual review information to be as accessible as possible	Develop child friendly IEP review formats	SENCO	Continually reviewed	Staff more aware of pupils preferred method of communications

Cottingley Village Primary School
Accessibility Plan - 2026 - 2029



	Targets	Strategies	Responsibility	Timeframe	Success Criteria
Extra Curricular Activities	Ensure all children can access all extra curricular activities provided	<p>Make reasonable adjustments</p> <p>Liaise with child's parent carer on requirements for accessibility</p> <p>Provide an extra member of staff to assist if required</p>	SENCO	Continuous	All pupils able to access extra-curricular clubs regardless of disability

	Targets	Strategies	Responsibility	Timeframe	Success Criteria
Emergency Evacuation	Ensure all children despite of any need understand and know how to evacuate the building safely	<p>PEEPs for each child who need assistance to evacuate safely</p> <p>Discussion with parents, staff and child</p>	SENCO	Continuous	<p>All pupils able to evacuate safely</p> <p>Reviewed PEEPs in Fire File</p> <p>Fire practice to show impact of PEEPs</p>