BERKHAMPSTEAD
SCHOOL
AND DAY NURSERIES

DISABILITY ACCESS POLICY AND PLAN (SEPTEMBER 2026 to AUGUST 2029)

Aims of the Disability Access Policy

Berkhampstead School and Day Nurseries acknowledges its duty towards pupils, staff, parents, Governors and members of the wider community who have a disability. Where pupils or prospective children and pupils are concerned Berkhampstead School and Day Nurseries acknowledges its non-discrimination and planning duty under the Special Educational Needs and Disability Act 2001 and Schedule 10 of the Equality Act 2010.

- Admission to Berkhampstead School is subject to the School being satisfied that it can meet the prospective pupil's educational needs and make any reasonable adjustments required.
- Admission to the Day Nurseries depends upon an available space at the required date at the time of registration. It also depends upon whether suitable resources are in place to accommodate the children and whether any reasonable adjustments will have been made.
- Extra-curricular activities are a central part of the Berkhampstead School philosophy.
- The school asks parents to complete the Registration Form and to disclose whether their child has a disability, special educational need or medical condition.
- In assessing any pupil (through the regular academic assessments) or prospective pupil (through the disclosure on the registration form) the school may take such advice and require such assessments as it deems appropriate. Subject to this, the school will be sensitive to any issues of confidentiality.
- Where it is practicable to make reasonable adjustments based upon the information given and advice received, to enable a prospective pupil to take up a place at Berkhampstead School or Day Nurseries, both organisations are committed to providing those reasonable adjustments.
- Where the organisations agree to provide additional services, such as specialist teaching for dyslexia, parents will be charged for this service at a level that reasonably reflects the cost of providing that service. Details of costs will be provided in writing.
- We take a fully inclusive approach to staff recruitment and aim to appoint the best person based on their skill set and qualifications and regardless of any disability he/she may have.

Reviewed by: T Denmead
Safeguarding Handbook/Updated Sep 26
Review date: Nov 27

Background to the Disability Access Policy

The School's building layout and facilities:

- The Pre-Preparatory Building, that houses the Main Office, whole school Dining Rooms and Prep Department Science and Food Tech Rooms, has no access for wheelchair users and has a basement, ground floor, first floor and small use of a second floor with no lift provision.
- The Early Years Department – the Kindergarten is on the ground floor and Reception is on the first floor but with lift provision.
- The Preparatory School covers four floors with no lift provision. The pupils move between classrooms, often up steps and stairs in the building. Further classrooms are set away from this area outside.
- The playground areas surround the main buildings and are on level ground.
- Extra-curricular activities are a central part of the school's philosophy and many of these require minibus or coach transport to the appropriate venue, e.g. Swimming at Cheltenham Ladies College.

The Pittville Day Nursery was a previous hospital meaning that wide door openings, disabled WC facilities and a lift are already in place; this facility is very conducive to enable access to a diverse child base.

The Charlton Kings Day Nursery does not have a lift provision and requires the use of narrow stairs to access the upper ground floor and above. Despite the complications with the type of building (Grade II Listed and in a conservation area), we have been able to install wheelchair access into our Wise Bears room and toilets.

Wherever practicable, in line with the Disability Access Plan, the School and Day Nurseries will make reasonable adjustments to the timetable and/or curriculum to allow children with restricted mobility to attend accessible parts of the School and Day Nurseries.

Wherever practicable, in line with the Disability Access Plan, the School and Day Nurseries will make reasonable adjustments to the curriculum to meet the needs of children with restricted ability.

The governors have regard to the need to allocate adequate resources for implementing as much as of the plan as possible.

The School and Day Nurseries are committed to ensuring that information is made available to parents and pupils in preferred formats as expressed by parents and pupils.

Disability Access Plan

The school will review this policy and plan on an annual basis to monitor and evaluate its effectiveness.

Increasing the Extent to which Disabled Pupils can participate in the school curriculum

- The school has a unified Special Educational Needs and Disabilities policy throughout all its sections, to include:
  (i) Full disclosure of relevant information between all departments at pupil entry.
  (ii) Regular meetings of the SENCO and other teachers to share best practice.
  (iii) Creation of Individual Education Plans (IEPs)
  (iv) In-class support where it is possible
- Annual training will be provided for all staff to support any pupil with a disability or in need of medical support - in particular for partially deaf pupils and where a speech therapist is involved.

Proposed development to physical access to education and associated services

- The School and Day Nurseries will undertake an annual fire safety risk assessment and update the School's fire evacuation plan which will cater for pupils and staff with disabilities eg. deaf and partially deaf.
- The School and Day Nurseries will aim to make newly constructed buildings or extensions fully accessible to disabled pupils.
- The School and Day Nurseries will aim to adapt existing buildings, learning and recreational areas and equipment to enhance accessibility for pupils with mobility difficulties.
- All new equipment purchased for teaching will be considered as to the suitability of its use by such pupils in a better way than the existing equipment it replaces.
- Diffusing lights will be installed where computer use makes it necessary. Faulty lighting will be replaced within 24 hours wherever possible.

Improving the Delivery of Information to Disabled Pupils

- The School and Day Nurseries will arrange for documents to be provided to prospective parents who have a disability, in forms that meet that need, if so requested and it is reasonable to do so.
- The School and Day Nurseries will continue to provide advice for all teachers in order to support them in better communication with pupils with disabilities - for example, the best ways to communicate with a partially deaf pupil.
  •The School and Day Nurseries will investigate classroom technology to better facilitate communication to pupils with disabilities, where it is deemed necessary after consultation with parents, specifically:
  (i) To enable clear provision of images and text in a large-printed format
  (ii) To enable the use of high-quality audio/visual material
  (iii) To enable the easy dissemination of printed handouts of appropriate clarity

DISABILITY ACCESS PLAN

Item/completion date	Short term	Medium term	Long term
Improvement of the physical buildings	Undertake a full accessibility audit of all School and Nursery sites. Prioritise any low-cost improvements such as handrails, signage, contrasting stair nosings and accessible door furniture.	Implement recommendations arising from the accessibility audit and continue improvements to accessible toilet and entrance facilities.	Incorporate accessibility improvements into all future refurbishment and building projects, ensuring accessibility is considered at design stage.
Completion date	August 2027	August 2028	August 2029
Status	Planned	Planned	Planned
Improvement of the provision of information	Review all parent-facing policies and key communications for readability and accessibility.	Introduce alternative formats where required, including large print, accessible PDFs and digital formats.	Ensure all major communications and website content comply with recognised accessibility standards and can be provided in alternative formats on request.
Completion date	August 2027	August 2028	August 2029
Status	Planned	Planned	Planned
Improvement of access to the curriculum	Continue staff SEND and disability awareness training, including support for medical conditions and sensory needs.	Review participation in educational visits, clubs and extracurricular activities to identify and remove barriers.	Ensure that all pupils, wherever reasonably practicable, can access the full curriculum and wider school activities through appropriate adjustments and support.
Completion date	August 2027	August 2028	August 2029
Status	Planned	Planned	Planned