



St Crispin's School Policy

Accessibility Plan – Appendix 3

Written Communication

This appendix should be read in conjunction with the document “Accessibility Plan – Introduction” and the other two related appendices.

The issue dates and revision dates are specified in the Introduction.

Objective: To improve the delivery of written information to parents and visitors with disabilities. Examples might include newsletters, the prospectus and other briefings about the school and school events. The information should be made available in various preferred formats within a reasonable time frame, according to the needs we identify.



Written Communications to Parents

Work Actioned To January 2015

	PROPOSED WORK	COST £	OUTCOME
1.	Evaluate by survey/other method which parents and what parental groups cannot easily access the content of our current written communications and have special needs of format or presentation method. Groups will include hearing impaired, sight impaired, illiterate and language (EAL)		<ul style="list-style-type: none"> EAL assessment already in place. Ongoing contact yr 7 and other new arrival EAL Recommended approach for hearing and sight impairment is to survey year 7 intake annually Year 7 survey questionnaire to be modified
2.	Evaluate which written communications are priority for provision in alternative formats.		EAL parents asked what support required for written communications. Further action taken after year 7 questionnaire completion
3.	Establish a list of parent volunteer mentors who will assist new EAL or international parents understand the school and the schooling system. Mentoring role can include explaining/interpreting written communications on an as-required basis.		Complete
4.	Establish a link point to put parents in contact with parent volunteer mentors.		SP link (as per EAL protocol) to the Parent Volunteer Coordinator (JA)
5.	Pilot parent volunteer mentoring.		Complete.
6.	Launch full parent volunteer mentoring program to new parents.		Complete.



7.	Review success of parent volunteer mentoring scheme.		Complete
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Written Communications to Parents

Proposed Accessibility Plan Future Years

	PROPOSED WORK	COST £	OUTCOME
1.	Prioritise communications to each parental group, evaluate technical solutions and costs for the provision of alternative formats.		
2.	Evaluate effectiveness of International Parent Group's support of EAL (International/new EAL?)parents.		
3.	Annually for new intake, assess parental needs to validate current priorities.		