

Desired Outcomes from actions taken	Specific actions (including CPD)	Achieved by (Date)	Person	Resources	Review RAG
Yellow markings along all single steps to ensure a visually impaired student is able to move around the site safely.	SENCO to walk to school site with the site manager to identify all single steps or edges to be marked. Site manager to ensure all line are painted before student arrives. Staff to be made aware of this student's needs, and support where necessary, her safe movement around the site. Student MB 7MT/7.3	July 2023	SENCO / Site Manager	External yellow paint.	G
Staff and students are competent in being able to evacuate the building in the event of an emergency.	Emergency evacuation procedures to be practised termly. Procedure is evaluated and actions taken to modify procedure. Staff to ensure emergency evacuation is practiced with their forms. Staff teaching MB 7MT/8.3 ensure she is able to exit safely due to visual impairment. The above applies for those on crutches also.	Autumn, Spring and Summer Terms Sept 2023-24. Updated training each year to reflect staff/student needs.	Vice Principal Academy Manager	£0	G
Students with disabilities and medical needs have fair access to trips and extra-curricular events	Review all risk assessments for trips to ensure they include a full evaluation of the risks specific to pupils with disabilities and medical needs.	On-going	Assistant Principal and trip / extra-curricular club leaders	£0	G
Staff are fully aware of the individual needs of students with disabilities and understand their responsibility in meeting these needs.	Maintain commitment to a well-trained and qualified staff to support the needs of disabled students. Access to One Page Profiles	Ongoing	Assistant Principal – SENCO and Vice Principal	Staff training – briefing time and Faculty Training time. CPD budget	A

Students, parents and others receive all communications from the academy in a format that they can read when requested.	Provide letters and other communications in an easy to read format or larger print. E-copies available to download or to read on screen. Those parents who are EAL receive letters in their first language.	Ongoing	All		G
Teachers prepare all resources in a format which is accessible to students with disabilities.	SENCO, VP for QoE and AP for T&L to provide teaching staff with all necessary information to enable them to adapt teaching to suit the needs of all students with disabilities. Learning Support Assistants use allocated time to prepare resources for students.	On going	SENCO Directors of Faculty Heads of Year	Reprographic costs –faculty budgets External trainers where appropriate. LSA time	G
Students' needs are met when transferring from other schools to Iceni Academy.	<p>SENCO, / Student Support Officer (SSO) for Year 6/7 to visit students at their feeder primary schools to get to know them.</p> <p>Discuss students' needs with pupil, parents, primary school SENCO/teacher and professionals working with the pupils and plan any adjustments and approaches needed to be made/used at Iceni Academy.</p> <p>Arrange for pupils to make additional visits to the academy prior to starting in September. Meet the Form Tutor (FT) evening.</p> <p>Support individual students on transition days in July.</p> <p>Key information shared with staff during PD days.</p>	<p>From Nov 2023</p> <p>From May 2024</p> <p>From June 2024</p> <p>July 2024</p> <p>Sept 2024</p>	SENCO	<p>Assistant Principal – SENCO. SSO LSA time</p> <p>Head of Year and FT's.</p> <p>Vice Principal - transition</p>	G