





Availability of written material in alternative formats when specifically requested	The school will make itself aware of the services available for converting written information into alternative formats	The school will be able to provide written information in different formats when requested for individual purposes	Office/SLT/SBM	As request - ongoing	Delivery of information to disabled pupils improved
Make available school brochures, school newsletters and other information for parents in alternative formats when specifically requested	Review all current school publications and promote the availability in different formats when specifically requested	All school innovation available for all who request it	Office/SLT/SBM	As request - ongoing	Delivery of school information to parents and the local community improved
Review documentation with a view of ensuring accessibility for pupils with visual impairment	Get advice on alternative formats and use of IT software to produce customized materials	All school information available for all who request it	Office/SLT/Inclusion Manager	On going	Delivery of school information to pupils and parents with visual difficulties improved
Raise the awareness of adults working at and for the school on the importance of good communications systems	Arrange training courses	Awareness of target group raised	Inclusion Manager	On going	School is more effective in meeting the needs of pupils

Signed:  (headteacher)

Signed:  (school business manager)

Signed:  (inclusion manager)

Signed:  (Governing Body)

To be reviewed: March 2023