

# School Access Plan

**School name:** Ringwood Junior School

**Headteachers name:** Sally-Ann Evans

**Completed by:** Environment, Health & Safety Committee

**DfES number:** 850/2175

**Date:** July 2023 to July 2026

Location	Good practice/follow up actions	Priority (H,M,L)	Timeframe	Goals Achieved
<b>Website</b>	<p>Key information for parents and visitors which summarises school expectations concerning site safety, accessibility and movement around site, in the form of a leaflet and shared with all visitors to the school when they sign in.</p> <p>Action: Add to Website (available before visit). Website includes 'accessibility settings' icon on the home page</p>	M	Termly  March 2025	Website upgraded, 2024
<b>Front car park</b>	<p>Accessible parking space and level access. Visitors are able to ring office for assistance (signage outside).</p> <p>Signage replaced March 2025.</p> <p>Re-site, enlarge and repaint accessible bay. Line markings refreshed annually.</p>	H  M	March 2025  Annually	Completed
	<p>Public transport: Buses to Ringwood and local circular bus route to Hightown Road/Parsonage Barn lane</p>	H		Completed
<b>Reception</b>	<p>Consider people who have reading difficulties - liaise with Infant School and Ringwood School, provide assistance with transition documentation. Should visitors needed assistance with navigating</p>	L	As required	Map of school in H&S visitor leaflet

	around the school, a member of the office team will assist.			
Location	Comments/notes/actions	Priority (H,M,L)	Timeframe	Goals Achieved
<b>Main Driveway Entrance</b>	Visible and clear signage to direct to the accessible parking space from main gate. Upright sign for Accessible Parking Bay including "ring for help", and extra direction to reception.	H		Completed
	Action: To replace signage	H	March 2025	
	Paint steps to front entrance in yellow for visual clarity. Refresh annually	H	Annually	Completed
	Paint steps to staffroom and side entrance to pavilion in yellow for visual clarity. Refresh annually.			
	Repair main gates and side railings to ensure ease of opening and closing. Regular inspections by site team.	H		Completed
	Ensure visitors are clear about side gate opening and closing times and restricted access at start and end of day.	H	Regular reminders in newsletters	
	Parents and Carers who take and collect their children to and from the 115 Club are not permitted to park on the school site.	H	Regular reminders by 115 Club	
Action: 115 Club to notify parents of school requirements	H	January 2025	Completed	
<b>Front Entrance</b>	Regular maintenance of signs at main driveway gate informing the driveway is not to be used for Pedestrian access; Leave pedestrian routes clear.	M	Ongoing	
	NOTE: Vehicular access path used by children with bikes and scooters at the start and end of the school day. This is supervised by the site team and one of the main front gates is closed during these times to prevent vehicles from using the driveway whilst children are arriving and leaving	H	Ongoing	
<b>Front playground and kitchen area</b>	Action: Repair light by front steps, slope and front path.	L		Completed
<b>Security System</b>	Review site perimeter fencing height and take action, as required.	M	February 2023/Annual Maintenance	Completed
	New CCTV Security system ensuring greater coverage and image clarity across the site.	M		Completed

Location	Comments/notes/actions	Priority (H,M,L)	Timeframe	Goals Achieved
<b>Porch</b>	The external door is the controlled, lockable door providing access to the main part of the school. Width of doors meets wheelchair requirements.	L	Annual	Completed
	External bell installed, wheelchair height, so that visitors can easily ring reception.	M		Completed
	Portable push button so that staff can easily access when reception unsupervised	M		Completed
	Repair works carried out to the external doors to reception, replacing mechanism.	M		Completed
	Yearly maintenance plan for external doors to be checked annually by external company	M		Annual Maintenance Plan
	External door to HT office and SBM office installed, with more window openings, to improve ventilation and access.	M		Completed
<b>Reception</b>	Main reception lighting is good, as supported by natural light. Install blind to prevent glare on sunny days.	L		Completed
	Re-site seating in reception area. Should an alternative height of chair be required, this would be provided by the Site Team	L		Ongoing
	Conduct work station audit, take action as required	L		Completed
<b>Reception</b>	Staff to attend training on supporting hearing impaired children, as necessary. Teacher advisers to make regular visits to support staff working with children with hearing difficulties.	M	Ongoing	Designated staff attend hearing impairment course.
	Create and make available on request larger print information.	M	As required	Larger print information readily available.
	On-going liaison / training for the use of radio aids.	M	As required	Ongoing
<b>Shared areas</b>	Staff directive to ensure routes and classrooms are kept clear by all. Entered in Staff Handbook	H	Ongoing	Review regularly
<b>Library</b>	Security system installed to the library door to restrict access to the main part of the school. Introduced a fob system to give staff free access. Ensure every member of staff, and new starters, are provided with a fob.	H	Ongoing	Completed
	New library installed December 2023. Library shelves at wheelchair-accessible height.	M		Completed

Location	Comments/notes/actions	Priority (H,M,L)	Timeframe	Goals Achieved
<b>Music Room</b>	Ramp available to be fitted to the internal step to the Music Room when required	H	As required	Completed
	Grab handles fitted for access	H		Completed
<b>Hall</b>	Use radio mike for children with hearing impairments	L	As required	As required
	Adapt current sound system and explore possibility of renting a portable loop when needed	L	As required	As required
<b>Pavilion Classrooms</b>	Sound proof classrooms in pavilion block to reduce background noise from other classrooms.	L		Completed
	New movable and height adjustable workstations installed for teachers in the Pavilion classrooms	M		Completed
	Purchase adjustable seats so staff work at the correct height, and that they are supported by seat back. Renew seating on a rolling programme, as needed.	M		Completed
<b>Year 5 Classrooms</b>	Soundproofing panels installed to one year 5 to ensure better sound quality for a child with Cochlear Implants.	H	Summer 2024	Completed
<b>Year 6 Classrooms</b>	Soundproofing panels installed to one year 6 to ensure better sound quality for a child with Cochlear Implants.	H	Summer 2024	Completed
<b>Medical Room</b>	Medical Room re-sited and install external door providing direct access from the playground for the children who need first aid. The second access point is the internal door, located just off the reception to allow access for parents/carers and paramedics as necessary.	M	September 2020	Completed
	Fit a turn-key lock to external door to allow ease of access, whilst maintaining site security. Sign on door reminding staff to keep door locked at all times.	M	September 2020	Completed
	Visibility panel installed so have clear sight of pupils who may be waiting for collection. Privacy blind fitted to visibility panel and opaque film fitted to windows.			Completed
	Doorbell so can always hear when children require medical attention.			Completed

**Part E: Internal circulation – this section covers vertical and horizontal movement through the building, including lifts, internal stairs and steps, and level changes in corridors.**

Question	Location	Comments/notes/actions	Priority (H,M,L)
<p><b>E7. If you have specialist curriculum or staff areas, are they accessible to everyone?</b>            Consider if any specialist equipment e.g. a height adjustable cooker hob, could be incorporated for pupils with a disability when the space is next refurbished or decorated  <a href="#">Factsheet E</a></p>	Main Building	Hospitality Room extended and refurbished, including the installation of a hot water boiler. August 2020.	H - Completed
<p><b>E9. Are there stairs within the building? Are they used to access teaching spaces? Are there alternative ways to access these spaces?</b>            If you have numerous sets of stairs there is an optional <a href="#">stair schedule</a> to identify each set of stairs and any improvements needed  <a href="#">Factsheet C</a> <a href="#">Factsheet E</a></p>	Pavilion Building	<p>Steps to staff room have been painted with yellow paint, there is alternative access. Also, steps to Pavilion have been painted with yellow paint. Refresh markings annually.</p> <p>As children leave site, yellow lines to demarcate where to walk (by year 6 block). Footsteps painted to the hall. Refresh markings annually.</p>	<p>H - Completed</p> <p>H - Completed</p>

**Part F: Toilets – this section covers standard and wheelchair accessible toilet, shower/changing facilities**

Question	Location	Comments/notes/actions	Priority (H,M,L)
F1. Is there a dedicated accessible unisex toilet suitable for wheelchair use? <a href="#">Factsheet F</a> <a href="#">Factsheet M</a>	Pavilion Building	Yes. Allocated accessible, unisex toilet in Pavilion Building Ensure accessible at all times. Not to be used for storage purposes eg during production.	H - Completed
F2. Within the standard toilet accommodation, are there toilets suitable for people with ambulant /sensory disabilities? <i>This section relates to all standard toilets, used by pupils staff and visitors</i> <a href="#">Factsheet F</a>	Pavilion Building	Not for staff and visitors. Action : Take advice on work needed Year 3 and year 4 children’s toilets each contain 1 larger cubicle to accommodate accessibility	L  H – Completed
F3. If you have shower and changing facilities, are they accessible to everyone? <a href="#">Factsheet F</a>	Pavilion Building	There is a shower available in accessible toilet. There is not a second shower or changing facilities for general use.	H - Completed
F4. Is there a dedicated/separate wheelchair accessible shower and changing area? <i>This may be contained within a wheelchair accessible toilet area or hygiene room</i> <a href="#">Factsheet F</a>	Pavilion Building	Yes, in accessible toilet.	H - Completed

**Part G: Fire Evacuation - Means of escape for disabled people**

Question	Location	Comments/notes/actions	Priority (H,M,L)
G1. Do exit routes and final exits doors provide an unobstructed and level exit outside for wheelchair users? <i>If a fire exit is ramped and is only used as an exit then a level landing is not required</i> <a href="#">Factsheet G</a>	Pavilion Building	All routes except by staffroom – but another exit is available, so action is not necessary.	N/A
G2. If there are designated Refuge areas, do they allow circulation space, and means of communication with Fire Management Personnel? <i>This question is only relevant to multi storey sites</i> <a href="#">Factsheet G</a>	N/A	N/A, not a multi storey site.	N/A

Question	Location	Comments/notes/actions	Priority (H,M,L)
G3. Are evacuation chairs or stairclimbers available to use in case of emergency, and is ongoing training in place? <i>This question is only relevant to multi storey sites</i> <a href="#">Factsheet G</a>	N/A	N/A  Note: the school has a foldable wheelchair for use as and when needed.	N/A
G4. Does your Fire Management Procedure include a strategy for assisting disabled visitors/pupils to evacuate? <a href="#">Factsheet G</a>	Whole site	Yes, there are personal emergency evacuation plans in place for adults and staff as needed. Peeps are available in the Fire Safety Manual  Office staff would assist visitors with disabilities.	H - Completed
G5. Does the school have any visual alarm beacons to alert people with a hearing impairment to the fire alarm? <i>This is especially important in areas where they could be alone and not see that an evacuation is taking place. (e.g. toilet areas)</i> <a href="#">Factsheet G</a>	Pavilion Building	Available in accessible toilets only in Pavilion building.  The number of fire alarm sounders in the pavilion increased to raise the noise decibels.	

**Part H: Other information about your school – this section contains any other information about your school that is relevant to your Accessibility Plan**

Question	Location	Comments/notes/actions	Priority (H,M,L)
H1. Are there any plans for future extensions, adaptations to any buildings e.g. change to curriculum areas or new areas which might incorporate access improvements?	Site	Clockhouse and Snug installed as additional learning spaces.  Plans to install a new log cabin in March 2025	H - Completed  H
H2. Does your school hire out spaces to private clubs or organisations?	Site	Yes – Site map included in Lettings agreement. Please see Charging, Remissions and Lettings Policy for list of those who let the school.	Ongoing
H3. Does your school offer adult education courses?	Site	No	N/A

## Gender Equality

What we have already achieved:-

- *Monitoring of progress is disaggregated by gender and implications considered*
- *We have a full range of sporting activities which are open to girls and boys*
- *We have 9 male members of staff in the school who act as good role models*

There are 2 aspects of the general duty, namely:-

1. *eliminate unlawful discrimination and harassment and*
2. *promote equality of opportunity between men and women.*

We want to do more by:-

- *monitoring uptake of pupil groups and promoting clubs accordingly*

## Working in Partnership

We recognise that achieving equality, inclusion and good community relations involves working effectively and in partnership with others, including parents, community groups and local organisations:-

- *We run a wide range of information meetings, relating to year groups and curricular issues. We provide facilities for children to be looked after during the meetings, and vary the timings of the meetings to ensure they are convenient for parents with different commitments. Currently these are operating virtually, including Parents' Evening.*
- *We have links with the Parish Church, and Trinity Church and we participate in many of their community activities.*
- *We have an excellent relationship with the local Police and Town Council, having meetings with the PCSO who comes into school.*