

Clarendon Cottage Access Plan (information accessibility)- 2015-2018

<u>Targets</u>	<u>Actions/Strategies</u>	<u>Timeframe</u>	<u>Responsibility</u>	<u>Notes</u>
To ensure communications from school can be accessed by all	<ul style="list-style-type: none"> • Add to parents' handbook (sent annually) how information is available in a variety of formats • Use Facebook to inform parents of class activities and upcoming events • Use text service and e-mails to provide parents with reminders of events or payments 	<p align="center">July 2017</p> <p align="center">December 2017</p>	<p align="center">Head</p> <p align="center">Head/Directors</p>	
Raise the awareness of adults working at and for the school on the importance of using a range of communication systems according to individual needs	Monitor and review training in signing, communication in print, alternative recording methods and using ICT	Ongoing and needs led	Head/SENCO	