

Improving the Delivery of the Written Information at the City of Derby Academy

All QEGSMAT Academies have in place a variety of written information. Equal opportunities practices should be evident in the written information for all pupils and parents.

Acces Report Ref.	Item	Activity	Timescale	Cost £ and person responsible
1	Improve access to all written information for pupils and parents with EAL	Prospectus, newsletters, parent information letters are available in a range of most used languages and templates are available for staff. Translators are provided when necessary.	Templates available and added to as necessary throughout the year	SLT responsible for EAL. translators
2	Improve access to all written information for parents with learning difficulties	Prospectus, newsletters, parent information letters are checked for accessibility at low levels of literacy	September 2020	QEGSMAT website team
3	Improve access to all written information for pupils and parents with visual impairment	Review of all documents to ensure accessibility. Advice from STEPS for identified pupils is followed by all teachers IT software to be used by all teachers to meet the needs of identified pupils with visual impairments Adjustments made to learning activity resources	September 2020	Teachers learning resources adjustments
4	Improve access to all written information for pupils with communication difficulties eg. ASD	Visual timetables	September 2020	Learning Mentors