

# St Catherine's Catholic Primary School

"Loving and Learning Together as Jesus taught us"



**St Catherine's Catholic Primary School**

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## Access Policy and Plan

Date of policy review: October 2014

**Next review: October 2017**

Policy Reviewed & Passed by the Governors  
Key Person Responsible: Maureen Kelly

## **Children, Parents and the Public:**

Between the hours of 8.30-9.00a.m and 3.00-3.45p.m., children and parents will enter and leave the building via the lower nursery gates.

This entrance is suitable for disabled use.

Between the hours of 9.00a.m and 3.00 p.m and 3.45p.m and 6.15p.m the only access to the school will be via the Front gates which are locked and controlled by an intercom system with the school office.

When a wheelchair user or ambulant disabled person needs to enter the School during this time, they will use the intercom buzzer at the front gate and alert a member of staff who will personally escort them into the building via the ramp from the main gate up to the School entrance.

Access to the lower section of the school from the Ground floor level is via a platform lift situated at the end of the main corridor.

External access from the building to the rear of the school can be gained from both Ground Floor and Lower Ground Floor levels.  
The existing ramp from Ground Floor level to the play ground area at Lower Ground floor level has been widened and re-surfaced.

## **Staff**

Staff will have access codes to the front gate and to the gates which lead to the car park which they can access between the hours of 6.30a.m and 6.15 p.m

The car park is now secure. It is used by staff only who have the code to enter and leave the car park. Parents do not know the code.

Disabled members of staff who arrive in their own cars will make prior arrangements with the Head Teacher for the car park gates to be opened and closed and to be assisted into the building.

There is a dedicated car parking space for Blue Badge holders next to the level entrance to the Lower Ground Floor.

Entrance to the School is via the level threshold from the car park level, up the internal ramp to Lower Ground level. Access from the Lower Ground floor level to the Ground floor level is via the platform lift.

## **Blindness**

If we had a blind parent or pupil we would ensure access to information and the curriculum by arranging to have material translated into Braille or by reading to the individual.

## Deafness

If we had a deaf parent or pupil we would ensure access to information and the curriculum by ensuring that all information was written in a manner that could be clearly understood and would aim to get a member of staff trained to use sign language.

## Disabled toilet facilities

Toilets for disabled pupils and staff were completed in November 2010.

## Tracking

DfE Stat Policy	Best Practice	Web	MyUSO	Signed by Staff	Version
✓	-	✓	-	-	1.0
✓	-	✓	-	-	1.1