

Warmington School

Improving the Delivery of Written Information at Warmington School

Target	Strategy	Outcome	Timescale	Resources	Goals Achieved
The availability of written material in alternative formats	The school will make itself aware of the services available through the LA for converting written information into alternative formats	The school will be able to provide written information in different formats when required for individual purposes	By 2017	Training of staff in Makaton (basic skills)	The delivery of information to pupils with SEN/LDD improved
Make available school brochures, school newsletters and other information for parents/carers in alternative formats	Review all current school publications and promote the availability in different formats for those that require it	All school information available and accessible to all	AS required and gradually over next 3 years til 2019		Delivery of school information to parents/carers and the local community improved
To improve the delivery of written information for all user groups taking in account disabilities and preferred formats	Seek the views of parents/carers and pupils on preferred methods of communication and provide suitable alternative forms of information as required or requested	School becomes aware of the needs of all user groups re: communication	2016-19 to gather information		Delivery of school information within the school improved
Raise awareness of staff working at the school on the importance of good communications systems	Arrange training courses	Awareness of target group raised	Throughout 2016-2017	Makaton training	School is more effective in meeting the needs of pupils