

TARGET	STRATEGY	SUCCESS CRITERIA	TIMEFRAME	RESPONSIBLE
<p>Make written materials available in different formats if requested. Eg: large print; different coloured text/paper.</p>	<ul style="list-style-type: none"> • Make parents aware that other formats are available eg: via website, Parent Forum, Parent-teacher meetings. • Build good teacher-parent relationships so parents feel free to make requests. 	<ul style="list-style-type: none"> • All school information is available to all. 	<p>Jan 17-Dec 17</p>	<p>SLT? All staff?</p> <p>All staff</p>
<p>Use the principles of Plain English as far as possible to make information clear and accessible to all.</p>	<ul style="list-style-type: none"> • Keep sentences short • Use active verbs where possible • Use 'you' and 'we' • Use words that are appropriate for the reader • Don't be afraid to give instructions • Be as straightforward as possible • Use lists where appropriate 	<ul style="list-style-type: none"> • Information is clear and unambiguous. 	<p>Jan 17-Dec 17</p>	<p>All staff</p>
<p>Pupils with visual impairment to have materials adapted as appropriate.</p>	<ul style="list-style-type: none"> • Learning Passports make pupil needs clear. • Access Arrangements (KS2 SATs) utilised as necessary. 	<ul style="list-style-type: none"> • Pupils have full access to the curriculum & effective learning with appropriate assessments takes place. 	<p>Jan 17-Dec 17</p>	<p>Teachers</p> <p>Year 6 Leader</p>