



Education & Children’s Services
Improving Lives Together
 Ambition | Compassion | Integrity



Duty 3: Universal

Improve communication with pupils with disability along with communicating to them information that is provided in writing for pupils who are not disabled, in appropriate alternative formats and taking account of any preferences expressed by them and their parents.

Duty 3: Universal Improve communication with pupils with disability along with communicating to them information that is provided in writing for pupils who are not disabled, in appropriate alternative formats and taking account of any preferences expressed by them and their parents. National Priority – Leadership and management/Learning Provision/ Successes and Achievements QI HGIOS 1.1, 1.2, 2.3, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3	In Place (Please Tick)				Notes/Suggested Solution
	Yes	Partly	No	Don't Know	
Does your website have software which enables viewers to access all the information eg text readers?					
Does your website and handbook tell learners and families of the accessibility strategy?					See ELC/ School Handbook Guide
Does your website and handbook inform learners and families that they can request any information provided by the school/Education Authority in different formats?					See ELC/ School Handbook Guide
Do you inform families how to access free accessibility software?					
Are you able to provide formats for enrolment which take account of learner and families to request information from the ELC/School/Education Authority in a certain format, eg large print, electronic etc?					
Do you have a system in place which records personal preferences (as above) to ensure information is provided in the requested format for learners or families with disabilities?					

Does your setting have the ability to produce information in different formats or do you know how to access this facility?					
Are you able to provide appropriate support to learners and families with disabilities at, for example, assemblies, award ceremonies, parent nights?					
Do you use, as standard, size 12 Arial font, as recommended, in correspondence?					
Is your correspondence accessible to all families, including those with print disabilities?					

SCHOOL :

COMPLETED BY :

DATE :

REVIEW DUE :