

The Mill Hill School Foundation

**Walker House, Millers Close, The Ridgeway, Mill Hill,
London NW7 1AQ**

Mill Hill School

Belmont, Mill Hill Preparatory School

Grimsdell, Mill Hill Pre-Preparatory School

The Mount, Mill Hill International

Accessibility Plan 1 April 2015 – 31 March 2018

**Independent Co-educational Day School for Pupils aged 3 to
18 years and Boarding School for Pupils aged 13 to 18 years**

Effective February 2016 updated March 2017

Key Points of the Accessibility Plan

Purpose	<ul style="list-style-type: none"> All schools are required by the Equality Act 2010 to provide three year plans with the aim of increasing the accessibility of the school's curriculum; improving access to information; and, where possible, improving the physical environment of the school to enable pupils, staff, parents, Governors and members of the wider community with special educational needs and/or other disabilities to take advantage of the education and associated services offered by the School.
Disability	<ul style="list-style-type: none"> The Foundation considers that a disability is a 'physical' or mental impairment which has a substantial and long-term, adverse effect on their ability to perform normal day-to-day activities' (Equality Act 2010)
Constraints	<ul style="list-style-type: none"> The Plan identifies the constraints at each Foundation School on accommodating those with special educational needs and learning difficulties and/or disabilities.
Admissions	<ul style="list-style-type: none"> Parents of prospective pupils will be required to divulge information about their child/children's learning difficulties and/or disabilities and/or medical condition/need and/or SEND. The Foundation will use this information to investigate what reasonable adjustments might be made to allow access to those pupils to the School and its services.
Current arrangements	<ul style="list-style-type: none"> The Plan identifies the current arrangements in place to enable pupils with special educational needs and/or other disabilities to participate in the curriculum; and for pupils, staff, parents, Governors and members of the wider community with special educational needs and/or other disabilities to access the School to take advantage of the education and associated services offered by the School.
Planned improvements	<ul style="list-style-type: none"> The Foundation will review annually as part of the budget process improvements to enable pupils with special educational needs and/or other disabilities to participate in the curriculum; and for pupils, staff, parents, Governors and members of the wider community with special educational needs and/or other disabilities to access the School to take advantage of the education and associated services offered by the School.
Reasonable adjustments	<ul style="list-style-type: none"> When considering making a reasonable adjustment for any pupil or prospective pupil the School may take such advice and require such assessments as it deems appropriate. Where it is possible to make reasonable adjustments based upon the information given and advice received, to enable a prospective pupil to take up a place in a Foundation School and to satisfy the admissions criteria outlined above, the School will make such adjustments as it considers reasonable.

The above Key Points are a synopsis and are not intended to replace the policy. The full policy must be read and followed in the event that it needs to be applied. If the Key Points are found to be in conflict with the wording of the full policy, the policy takes priority.

The Mill Hill School Foundation

Accessibility Plan

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Introduction

DEFINITIONS

Definitions:

- “School”** : School will mean Mill Hill School, Belmont Mill Hill Preparatory School, Grimsdell Mill Hill Pre-Preparatory School and The Mount Mill Hill International.
- “Head”** : a. at Mill Hill School will mean the Headmaster of Mill Hill School.
 b. at Belmont Mill Hill Preparatory School will mean the Head of Belmont Mill Hill Preparatory School.
 c. at Grimsdell Mill Hill Pre-Preparatory School will mean the Head of Grimsdell Mill Hill Pre-Preparatory School.
 d. at The Mount Mill Hill International will mean the Head of The Mount Mill Hill International.

INTRODUCTION

The Pastoral Committee of the Court of Governors is the delegated body to undertake the regular review of the Mill Hill School Foundation Disability Policy and Accessibility Plan and prepare written three year plans in accordance with SENDA and relevant codes and guidelines.

The Mill Hill School Foundation [the ‘Foundation’] considers that a disability is a ‘physical’ or mental impairment which has a substantial and long-term, adverse effect on their ability to perform normal day-to-day activities’ (Equality Act 2010) [the ‘disability’]. (see Mill Hill School Foundation Disability Policy Section 3).

Statement of Intent

STATEMENT OF INTENT

1. As part of its mission statement the Foundation recognises its duties towards pupils, staff, parents, Governors and members of the wider community who have a disability. Where pupils or prospective pupils are concerned the Foundation recognises its non-discrimination and planning duty under the Special Education Needs and Disability Act 2001 and the Equality Act 2010.
2. The Foundation consists of selective Schools and admission to each School depends upon the prospective pupil meeting the criteria to maintain and, where possible, improve the educational and general standards for its pupils. As part of its regard for the welfare of all its pupils the School must feel reasonably sure that it will be able to educate and develop each prospective pupil to the best of his or her potential and in line with the general standards achieved by that pupil's peers, so that there is every chance that the pupil will have a complete, happy and successful School career, and emerge a confident, well-educated and well-rounded adult.
3. A central part of the Foundation's philosophy is that it seeks to offer more than a merely academic education, and strives to develop excellence in a wide range of fields such as music, drama, and sport. Each School accordingly expects its pupils to take part in such activities to the best of their abilities and regards the willingness and ability to do so as part of its admissions criteria. These admissions criteria must continue to be met throughout the pupil's time

at the School.

4. Each School requires parents to complete a form giving details of any learning difficulties, disability or other medical condition/need in respect of a prospective pupil known or diagnosed at the time of application. In assessing any pupil or prospective pupil the School may take such advice and require such assessments as it deems appropriate. Subject to this, the School will be sensitive to any issues of confidentiality.
5. Where it is possible to make reasonable adjustments based upon the information given and advice received, to enable a prospective pupil to take up a place in a Foundation School and to satisfy the admissions criteria outlined above, the School will make such adjustments as it considers reasonable.
6. This Accessibility Plan applies to the four schools in the Foundation and to all pupils including those in the EYFS.

Background to the Accessibility Plan

BACKGROUND TO THE ACCESSIBILITY PLAN

Wherever possible, in line with the Disability Policy the School will make reasonable adjustments to the timetable to allow children with restricted mobility to attend accessible School facilities.

The Foundation encourages amongst its pupils an appreciation of the need to serve and care for other people. The Foundation therefore condemns any form of prejudice or denial of equal opportunities on the grounds of disability and wishes all its pupils to benefit from its provision.

One of the obvious problems that the Foundation has in accommodating disabled pupils, in common with many other Schools of its type and age, is its layout and plant.

1. The Mount Mill Hill International was opened in 2015 on the site of The Mount School. The site consists of a number of buildings located in a 'U' shape around a central open area with tennis courts and sports areas elsewhere on the site. The main building is listed. The classrooms are in the original listed building over two floors and in associated single and two storey buildings throughout the site. There is no lift access.
2. Grimsdell Mill Hill Pre-Preparatory School was opened in 1995 in a single building. Its layout is compact, but classrooms are spread over three floors and there is no lift access.

3. Belmont Mill Hill Preparatory School was opened in 1912 and covers a site of some 40 acres. The classrooms are based about two central quadrangles over two or three stories with no lift access except to two buildings. Some classrooms are set away from this area and the games fields are further down a steep slope. Various classrooms are fixed with regard to the subjects taught in them on the valid educational grounds that facilities are best concentrated.
4. Mill Hill School was founded in 1807 and the site covers a wide sloping site of some 120 acres. The plant consist of many separate buildings of many storeys and most are without lifts. Some buildings are listed, and the whole site is a green belt conservation area. The School also has, again in common with most similar Schools, a system of fixed subject teaching areas, as outlined above and with regard to use of specialist academic equipment and facilities.

The Boarding Houses pose a similar problem, both in their distance from central facilities, and also their internal layout. Levels of light between teaching areas and Boarding Houses also have to be kept at limited lux levels due to planning restrictions.

Where the Foundation is to provide an auxiliary aid or service as a reasonable adjustment it will do so at its own cost. Where a provision does not amount to a reasonable adjustment the Foundation reserves the right to charge the parent at a level that reasonably reflects the cost to the Foundation of providing that service. Details of costs will be provided in writing.

Accessibility Plan

ACCESSIBILITY PLAN

1. GENERAL

- 1) The Foundation will review this plan on an annual basis to monitor and evaluate.
 - i) The effectiveness of action taken in the previous year
 - ii) Relevant goals for the upcoming year
 - iii) Responses to any further legislative change.

2. INCREASING THE EXTENT TO WHICH PUPILS WITH SPECIAL EDUCATIONAL NEEDS AND/OR OTHER DISABILITIES CAN PARTICIPATE IN THE SCHOOL CURRICULUM

- i) The Foundation will continue to develop a unified Foundation Special Educational Needs and/or Disabilities Policy throughout all four Schools, to include
 - (a) A common handbook and implementation of uniform procedures
 - (b) Full disclosure of relevant information between all Schools at pupil transfer
 - (c) Regular meetings of the SENCOs of all four Schools to share best practice
- ii) All parents of prospective pupils will be requested and required to divulge information about their child/children's learning difficulties and/or disabilities and/or medical condition/need and/or SEND, as outlined in Section 5 of the Foundation Disability Policy, on an ongoing basis. The Foundation will use this information to investigate what reasonable adjustments might be made to allow access to those pupils to

the School and its services.

- iii) Training will be provided for the Nursing and Pastoral Care Teams to support any pupil with a learning difficulty and/or disability and/or medical condition/need and/or SEND and access will be provided to specialist help for that pupil where reasonably practicable.
- iv) Where physical access to the site is difficult for a prospective pupil, the Foundation recognises the need to be proactive in enabling such access.

Accordingly such pupils will be:

- (a) Placed in a House at Mill Hill and The Mount Mill Hill International that is most convenient for physical access
 - (b) Placed in a tutor group or classroom at the four schools that is most convenient for physical access
 - (c) Prioritised at the four schools in the writing of the timetable with regard to room and set allocations.
- v) The Governors have provided resource for reacting to reasonable adjustments for pupil needs to access the School curriculum.

3. IMPROVING THE PHYSICAL ENVIRONMENT OF THE SCHOOL

- i) The Foundation will continue to annually review as part of the budget process the improved provision of disabled access to all academic areas of the site to assist the prioritisation of expenditure.
- ii) The Foundation will undertake a fire risk assessment every 12 months to meet non-discriminatory access to premises requirements.
- iii) All new buildings will meet legal requirements laid down in the

Disabilities Discrimination Act 1995, the Buildings Regulations 2000 (with Approved Documents) where such regulations are in force, the Health and Safety at Work Act 1974 and the Equality Act 2010. Since 2003 the Foundation has improved access for disabled persons through the provision of new buildings such as the Indoor Swimming Pool, new Changing Room facility, the Favell Building at Mill Hill School and The Michael Proctor Building at Belmont. The Favell Building also serves to provide disabled access to other key buildings through lift access on the Foundation site, namely the Marnham Classroom Block and the ground floor of School House. Other proposed developments in physical access will be determined in accordance with the Foundation's education development strategy and budget process.

- iv) All conversions to existing areas of the Foundation that sit outside the scope of the Acts in iii) above will be considered with regard to the implications of such works to disabled access and every reasonable effort made to improve access with the scope of the work.

Improvements to disabled access are included in planned maintenance and upgrade works to existing buildings, such as the installation of an external ramp at Cedars House to allow disabled access to the building and to the refurbished classroom building/s at The Mount, Mill Hill International in 2015. Since 2003 the Foundation has improved disabled access and facilities by such improvements as reorganisation of internal layout of buildings, for example the internal classroom reorganisation and improved physical access to the ground floor of the

main building at Belmont and the Nursery access at Grimsdell. Also the Foundation has provided increased disabled toilet provision in buildings at the four schools and disabled parking at the four schools. Other proposed developments in physical access will be reviewed annually in accordance with the Foundation annual planned maintenance and capital budget process.

- v) All new equipment purchased for teaching will be considered as to the suitability of its use by pupils with learning difficulties and/or disabilities, and every reasonable effort made to purchase equipment that meets the needs of such pupils in a better way than the existing equipment it replaces.
- vi) A light level of 300-500 lux will be maintained in classrooms and levels in areas where chemicals, sharp implements or machinery is used will meet guidelines issued by the Foundation's Health and Safety advisors, Owen David Risk Management. Diffusing lights will be installed where computer use makes it necessary. Faulty lighting will be replaced within 24 hours wherever possible.
- vii) An appropriate acoustic level will be maintained in all classrooms for teaching and learning.
- viii) Since 2010 the Foundation has progressed a programme to improve external lighting lux levels in accordance with Local Authority planning approval.
- ix) Plans for the Future: see table at Annex A.

4. IMPROVING THE DELIVERY OF INFORMATION TO PUPILS WITH LEARNING DIFFICULTIES AND/OR DISABILITIES

- i) The Schools' Admissions Departments will arrange for documents to be provided to parents of prospective pupils who have a child with a learning difficulty and/or disability, in forms that meet that need, if so requested and it is reasonable to do so
- ii) The Foundation will continue to provide INSET for all teachers in order to support them in better communication with pupils with learning difficulties and/or disabilities and or SEND.
- iii) The Foundation will continue to invest in classroom technology to better facilitate communication to pupils with learning difficulties and/or disabilities and/or SEND specifically:
 - (a) To enable clear provision of images and text in a large printed format
 - (b) To enable the use of high quality audio/visual material
 - (c) To enable the easy dissemination of printed handouts of appropriate clarity.

Last review: by the Estates Committee February 2016 updated March 2017.

By resolution of the Estates Committee of the Court of Governors

Signed Date

Chairman of the Estates Committee of the Court of Governors

Annex A
Mill Hill School Foundation Accessibility Plan: Proposed development programme 2015 - 2018

Proposed Development	Proposed timescale
The Mill Hill School Foundation	
improvements in security to include consideration of pupils with a disability and SEND	annual review
annual fire risk assessment improvements to include recommendations of improvements for the provision for mobility or sensory impaired persons	ongoing
further/updated training INSET training for Teaching and Support Staff in fire evacuation procedures for mobility or sensory impaired persons	ongoing
further/updated INSET training for Nursing Staff and matrons to support pupils with a disability or SEND	ongoing
provision of additional toilet etc facilities for mobility impaired persons	annual review
new or refurbished classroom provision to have a light level lux of 300-500 lux	as required
new or refurbished classroom provision to have appropriate acoustic levels	as required
consideration of further investment in classroom technology to facilitate improved delivery of information to sensory impaired pupils	annual review
consideration of further investment in creation of physical access to academic facilities for pupils with a disability	annual review

Annex A
Mill Hill School Foundation Accessibility Plan: Proposed development programme 2015 - 2018

Proposed Development	Proposed timescale
Mill Hill School	
improvement to the physical provision for drama and the performing arts to include where possible provision for pupils with a disability: created ground floor drama rehearsal studio (Studio 3) in 2016; mobile ramp access to Troughton Theatre in 2015	development plan 2015-2018
refurbishment programme for the Day House provision to include where possible provision for pupils with a disability	development plan 2015-2018
refurbishment programme of the Boarding House provision to include where possible provision for pupils with a disability: creation of new boarding house in 2017 will include provision for equality occupation on the ground floor	development plan 2015-2018
refurbishment programme for the Science facilities to include where possible provision for physical access for pupils with a disability : plan to provide additional chemistry Laboratory in loft area of existing Science Building will require inclusion of equality lift to all floors	development plan 2015-2018
development of the Virtual Learning Environment to include consideration of appropriate provision for pupils with a disability	development plan 2015-2018
further/updated INSET training for Teaching Staff to support pupils with a disability or SEND	ongoing
programme of improved external lighting lux levels to include consideration of sensory impaired persons	planned programme 2015 - 2018
Sixth Form Centre: refurbishment in 2017 will ensure compliance with equality act provision	2017
additional provision of drinking water fountains to include consideration of pupils with a disability	ongoing
consideration of creation of new basketball court to include physical access for pupils with a disability	ongoing

Annex A
Mill Hill School Foundation Accessibility Plan: Proposed development programme 2015 - 2018

Proposed Development	Proposed timescale
Belmont Mill Hill Preparatory School	
new or upgrade to changing room facilities to include provision of physical access for pupils with a disability where appropriate	ongoing
further/updated INSET training for Teaching Staff to support pupils with a disability or SEND	ongoing
rolling programme of further investment in IT to include improved delivery of information to sensory impaired pupils	development plan 2015-2018
new Classroom Building (Phase 2) in 2017 to provide equality access for Music, IT and DT	2017
new Changing Rooms constructed in 2017 will be Equality Act compliant	2017
Grimsdell Mill Hill Pre-Preparatory School	
to provide wide range of playground equipment to provide inclusion for pupils with a disability	annual review
rolling programme of further investment in IT to include improved delivery of information to sensory impaired pupils	development plan 2015-2018
introduction of electronic noticeboards to include consideration of appropriate provision for sensory impaired pupils	development plan 2015-2018
further/updated INSET training for Teaching Staff to support pupils with a disability or SEND	ongoing
refurbishment of ground floor toilets to include upgraded DDA Toilet provision	2017

Annex A

Mill Hill School Foundation Accessibility Plan: Proposed development programme 2015 - 2018

The Mount Mill Hill International	
general refurbishment and building works to create the facilities for the new International school at the Foundation to include provision of physical access for pupils with a disability where appropriate	2015
further/updated INSET training for Teaching Staff to support pupils with a disability or SEND	ongoing
expansion of pupil numbers to include upgarde to shower and toilet facilities, including DDA compliance	2018 on