**Text to use in your Accessibility Plan**

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| **Target** | **Strategies** | **Timescale** | **Responsibility** | **Success Criteria** |
| Train leaders and administrators on staff on tools for  | Provide 8 point plan for increasing accessibility so that documents for publishing can be made accessible as they come up for review. | By 31/07/21 | SENDCo | Staff use these guidelines when reviewing in-house policies. |
| Ensure all new policies are published in a way that is accessible to people with visual impairment.  | Use 8 point plan for increasing accessibility for VI people. | Each time in-house policies are reviewed during 2021-24. | Senior LeadersMiddle LeadersOffice staffSENDCO | Published documents are fully accessible for people with visual impairment. |

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