



MILLBROOK PARK

Church of England Primary School

Equal Opportunities Action Plan: 2014-2017

This action plan supports the Equalities Policy. The action points are to be reviewed annually with particular attention to a growing school. By 2017 the school will have grown from 60 potential pupils in Reception to a full nursery and three forms of entry in 2 year groups. At this point the school will have grown to being larger than the average school with potentially 279 pupils on roll.

Action points should reflect this and as such the Equal Opportunities Action Plan should be revisited annually by the LGB to ensure all actions meet the needs of the school.

Generic Action Points

Action	Responsible Person	Timing	Monitoring & Evaluation	Success Criteria
Teacher's planning will provide opportunities for all pupils to take part and achieve	All staff	On-going	Executive Headteacher & EYFS Phase Leader	All children will have access to a curriculum in which they can take part, achieve, reach their full potential and enjoy!
Tracking analysis identifies groups and monitors progress for parity with school averages (either through Tapestry or O-Tracker)	Phase leaders/Head of School (HoS)	Termly	EHT	All children make appropriate progress
Monitor attendance data to ensure that trends do not indicate any group is attending less than any other.	Executive Headteacher (EHT), HoS, Admin	Termly	EHT, Local Governing Body	All children will regularly attend school and be on time

Monitor rewards given to ensure that there is equality of opportunity for all children.	HoS (inclusion manager will support in Year 2 when appointed)	Termly	EHT, LGB	All children will have equal opportunity to attain rewards for behaviour and performance
Monitor sanctions given to ensure that there is equality of opportunity for all children	Local Governing Body (LGB)	Termly	LGB	Staff use sanctions appropriately as outlined in our Behaviour policy and no group is adversely targeted
Monitor staff recruitment and retention procedures to ensure equality of opportunity for all.	LGB	Annually	LGB	All applicants have an equal opportunity regarding employment into the school
Monitor promotion procedures to ensure equality of opportunity for all	LGB	Annually	LGB	All applicants have an equal opportunity regarding promotion within the school
Monitor staff disciplinary, grievance and competency procedures to ensure an equal process for all.	LGB	Annually	LGB	All staff receive an equal process regarding sanctions within the school
Monitor staff exit surveys to ascertain any equal opportunities issues	EHT, LGB	When staff leave	EHT, LGB	Any equal opportunities issues will be identified and addressed appropriately

Disability Action Points

Action	Responsible Person	Timing	Monitoring & Evaluation	Success Criteria
Ensure that we ask for all staff/child/parent/carer access needs when joining school and how they would like to receive information	All staff when receiving new children. Office staff/teachers during home visit	When joining school as a pupil/parent/carer or member of staff.	EHT All Staff LGB	Access needs of all attending, working and visiting will be met.
Consider all adult needs individually e.g. poor eyesight, poor literacy skills and respond appropriately.	HoS and Inclusion Manager Teachers	On-going	LGB	Parents with individual needs are sensitively assisted and met
Continue liaison with pre-schools	All plus Inclusion Manager	Liaison meetings ongoing	HoS/Inclusion Officer	Staff have knowledge about every child's individual needs before start date. Appropriate, differentiated provision offered where appropriate.

List of children who have special dietary needs.	School meals staff/office staff	Termly In place	EHT/LGB (SENCO responsibility)	Children with special dietary needs enjoy eating school food
List of children who have special medical or toileting needs.	Appropriate school staff	Termly In place	EHT/LGB (SENCO responsibility)	Children with medical or toileting needs have provision in place so that they have equal access to curriculum
Ensure that all school visits are made accessible to all pupils.	Educational visits co-ordinator and SENCO	All visits are planned	EHT/All staff	All children will be able to access all Educational visits.
Provide information about the school site and facilities available	ICT manager. Office staff	On-going on website and in leaflet to all visitors	EHT, LGB	Visitors can access information via websites or through any communication with school

Gender Action Points

Action	Responsible Person	Timing	Monitoring & Evaluation	Success Criteria
Challenge stereotyping of gender roles in society	All staff	On-going	Pupil conferencing by Governing Body	Children aware that roles in society are not gender specific
Adult language to challenge gender stereotypes	All staff	On-going	EHT	Formal and informal staff conversations show respect for equal gender opportunities
Equal opportunities in the curriculum for boy/girl participation	Teacher's and LSAs	Ongoing Monitoring shows equal opportunities for boys and girls	EHT/HoS	Boys and girls equally engaged in a range of activities
Out of school activities to promote ideal that anyone can participate regardless of gender	EHT, HoS	Ongoing Monitoring shows equal opportunities for boys and girls	HoS	A range of activities which are equally appealing to boys and girls

Race Equality Action Points

Action	Responsible Person	Timing	Monitoring & Evaluation	Success Criteria
Ensure that we ask for all child/parent/carer/staff language needs when joining school and	All staff when receiving new children. Office staff/teachers during home visit	When joining school as a pupil/parent/carer or staff member.	EHT All Staff All Governors	Language needs of all attending, working and visiting will be met.

how they would like to receive information				
Staff aware of racial incidents forms	All staff	On-going	EHT reports racist incidents to LGB as and when. No longer statutory to report.	Racial incidents successfully identified and acted upon
Monitor curriculum to ensure resources chosen to celebrate cultural diversity	Phase leaders/HoS	Termly	EHT/HoS	All subjects have intercultural elements
Raise awareness of cultural diversity through visits and visitors as appropriate	All staff	On-going	EHT/HoS	Children have a balance of experiences which reflect the diversity of our society

Other Equality Action Points

Action	Responsible Person	Timing	Monitoring & Evaluation	Success Criteria
Create opportunities for children in the school to share their faiths and beliefs at an appropriate level	All staff (RE Leader)	On-going	LGB	Children understand that children have different faiths and beliefs and this diversity is celebrated at Millbrook Park
Build in opportunities to explore practices and celebration of different faiths and cultures	EHT LGB All staff	On-going	LGB	Children can talk about relevant key festivals and practices of different faiths and cultures
Monitor curriculum to ensure resources chosen to celebrate different lifestyles, e.g. traveller	HoS LGB Phase Leaders	On-going	EHT LGB	Curriculum and classroom opportunities value children with travelling heritage