

#### POLICY STATEMENT

Alexanders Private School will do all that is reasonably possible at all times to ensure that the school's facilities, classes and activities are made accessible to learners, staff members and visitors who have disabilities, and to comply with our legal responsibilities under the Education Act 2001.

#### SCOPE OF POSSIBILITY

This policy applies to all learners and parents or carers, to all employees of Alexanders Private School and visitors.

#### GUIDING PRINCIPALS

This policy is in addition to the school's other policies including the APS Safeguarding & Child Protection Policy, APS Complaints Policy and the APS Data Protection Policy.

#### DISABILITY

A person is defined as having a disability if they have a physical or mental impairment, which has a "substantial and long-term adverse effect" on their ability to carry out normal day-to-day activities.

#### INFRASTRUCTURE

The school building is new and therefore our facilities are therefore there is reasonably good access to the buildings for persons with disabilities. Where there are difficulties, we will make every reasonable adjustment in order to accommodate the needs of any learners, parents and carers, visitors and members of staff who have disabilities.

Most of our building is single story and ground floor levels are accessible through a wide front door which has been adapted for wheelchair access. Seventy-five percent of our classrooms are at ground floor level with no step leading into the classroom. Adequate toilet facilities are available on ground floor level. Classes can be rotated and/or moved from first floor to ground floor level as and when a need arises.

Notwithstanding the above, it must be noted that there are shortfalls to the facilities due to lack of infrastructure and equipment available in the Namibian setting.

#### APPLICANTS

Parents or carers of prospective learners must notify the school of any disabilities in advance of registration and must discuss with the school what adjustments could reasonably be made to accommodate their child. The school may request a full report from a doctor, a occupational therapist or educational psychologist to help determine whether the school can properly fulfil its responsibilities to the child and its contractual duties to the parents or carers. The school will do all it reasonably can to ensure that the learner can, with reasonable adjustments, access the curriculum, whether in the classroom or through other means such as through online platforms.

#### EXISTING PUPILS

The school recognises that medical and psychological needs can develop in existing learners which may require adjustments to be made to the way in which the curriculum is delivered to the learner affected. Parents or carers must, as soon as possible, disclose to the school in confidence any known medical condition, health problem or allergy affecting an existing learner. **Where appropriate**, the principal shall set up a consultation process so that interim measures can be put in place to support the learner, and that longer term requirements may be determined. The school will, to the best of its ability, make such adjustments as are **reasonably practicable** to allow a learner to continue at the school.

#### LEARNING DIFFICULTIES

The school shall do all that is reasonably possible to detect and deal appropriately with a learning difficulty, which amounts to a "special educational need". The school staff are not, however, qualified to make a diagnosis of specific learning difficulties such as dyslexia, dyspraxia, or other learning difficulties. Parents and

guardians will be notified of any concerns. It will be the responsibility of the parent or carer to arrange any formal assessments but the school can help with this process by recommending third party specialists who may be able to help.

#### WITHDRAWAL OF A PUPIL

If, following the process of consultation and the making of all reasonable adjustments, it is the professional judgement of the Principal that Alexanders Private School cannot provide adequately for the learner's disability or special educational needs, the parents or carers will be asked to withdraw the learner. In such cases, every reasonable effort shall be made by the school to assist in finding a suitable placement in another school.

#### PROSPECTIVE STAFF MEMBERS

Prospective staff members must notify the school of any disabilities as part of their application and must discuss with the school what adjustments could reasonably be made to accommodate them should they be employed. The school may request a full report from a doctor or an occupational therapist to help determine whether it can properly fulfil its legal, moral and contractual responsibilities to the prospective member of staff and its learners.

#### EXISTING STAFF MEMBERS

The school recognises that medical and psychological conditions can develop in existing staff members which may require adjustments to be made to the way in which they are employed.

Existing staff members must, as soon as possible, disclose to the school *in confidence* any known developing medical condition or health problem. Where appropriate, the Principal shall set up a consultation process so that interim measures can be put in place to support the staff member, and that longer term requirements may be determined. The school will, to the best of its ability, make such adjustments as are reasonably practicable to allow a staff member to continue working at the school.

#### REASONABLE ADJUSTMENTS

The school shall endeavour to make reasonable adjustments to aid a prospective or existing learner or staff member. Such adjustments may include (but are not limited to):

- Installing low gradient ramps for easy access on the ground floor;
- Allocating a classroom on the ground floor;
- Specialist seating or any other relevant classroom resources or equipment.

In defining what is reasonable, the school shall take into account:

The cost and feasibility of making specific alterations to the school premises;

Staffing requirements;

Health and safety considerations;

The needs and interests of the rest of the Alexanders Private School community.

#### PERSONAL INFORMATION

All personal information provided to the school regarding a pupil or staff member's disabilities shall be treated in strictest confidence and only used in accordance with the APS Data Protection Policy.

#### REVIEW

The Principal has day-to-day operational responsibility for this policy.

This policy will be subject to review in line with best practice and may be amended.

UPDATED: 5 JUNE 2020

CREATED BY: LOUISE OOSTHUIZEN (PRINCIPAL)

REVIEWED BY: BOARD OF DIRECTORS