



21/10/24

Review Date: 21 October 2025

Orchard Academy

www.orchard-academy.com

Reasonable Adjustment Policy

1. Introduction

Orchard Academy is committed to providing an inclusive learning environment that meets the needs of all students, including those with disabilities or specific learning difficulties. This Reasonable Adjustment Policy outlines our approach to ensuring that necessary adjustments are made to support students in accessing and participating in our educational programs.

2. Purpose

The purpose of this policy is to:

- Ensure that students with disabilities or additional needs receive the support required to achieve their full potential.
- Outline the process for identifying and implementing reasonable adjustments in a timely and effective manner.
- Promote equality of opportunity and eliminate barriers to learning and participation.

3. Scope

This policy applies to all students enrolled at Orchard Academy, including those engaged in online and alternative learning provisions. It covers all aspects of the educational experience, including teaching, assessment, and extracurricular activities.

4. Definition of Reasonable Adjustments

Reasonable adjustments are changes or adaptations made to ensure that students with disabilities or specific learning difficulties can fully participate in the educational experience. These adjustments may include, but are not limited to:

- Modifications to teaching methods or materials.
- Provision of additional support or resources (e.g., teaching assistants, technology).
- Adjustments to assessment methods (e.g., extra time, alternative formats).
- Physical modifications to the learning environment.

5. Process for Requesting Reasonable Adjustments

1. Identification of Needs

- Students or their parents/guardians can request reasonable adjustments at any time if they believe that specific needs should be addressed.
- Staff may also identify students who may require adjustments based on observations or assessments.

2. Assessment and Consultation

- The request for reasonable adjustments will be reviewed by the designated staff member or the SENCO (Special Educational Needs Coordinator).
- Consultations with the student, parents/guardians, and relevant professionals may be conducted to understand the specific needs and appropriate adjustments.

3. Implementation of Adjustments

- Once reasonable adjustments have been agreed upon, they will be implemented as soon as practicable.
- Staff responsible for delivering the adjustments will be informed and provided with necessary training or resources.

4. Monitoring and Review

- The effectiveness of the reasonable adjustments will be monitored regularly, and feedback will be gathered from students, parents, and staff.
- Adjustments will be reviewed annually or as needed, particularly if there are changes in the student's needs or circumstances.

6. Responsibilities

- **Management Committee:** Responsible for ensuring that this policy is implemented and regularly reviewed.
- **SENCO:** Oversees the process of identifying needs and coordinating the implementation of reasonable adjustments.
- **Teaching Staff:** Expected to work collaboratively with the SENCO to implement adjustments and provide feedback on their effectiveness.
- **Students and Parents/Guardians:** Encouraged to communicate any needs or concerns regarding reasonable adjustments and to participate in discussions about their educational support.

7. Training and Awareness

Orchard Academy will provide training for staff on the importance of reasonable adjustments and the specific needs of students with disabilities or additional needs. This training will help ensure that all staff understand their responsibilities in supporting inclusive practices.

8. Conclusion

Orchard Academy is committed to creating an inclusive educational environment where all students have the opportunity to succeed. This Reasonable Adjustment Policy serves as a framework to ensure that necessary adjustments are made to support the diverse needs of our student body.

Approved by: Management Committee of Orchard Academy

Next Review Date: September 2025