

Supporting Inclusion Through the Use of Symbols - A Whole School Approach

Criteria for Project Awards

The criteria for the grading of the 'Centres of Excellence' will be decided on bronze, silver and gold levels. The criteria will be marked via 'tick boxes' and the school will be monitored on an ongoing basis.

Use this chart to track your progress so far!

BRONZE AWARD

A whole school approach to symbolizing the environment should be part of the SIP, in the appropriate school year

There should be:

- a designated member of the teaching staff appointed as communication champion to lead the project
- a designated staff member(s) e.g. additional support for learning teacher, appointed to generate the symbols, build up resource library etc.
- designated time for the communication champion to have consultation with staff (e.g. in staff meeting), SMT, other appropriate. staff e.g. SLT
- designated time for symbol generation
- a central area and system for symbol storage, including request forms, templates etc.
- reprographic, Velcro and laminating equipment available
- system in place to ensure new staff are made aware of symbols use (e.g. staff induction)

General Suggestions:

1. You may find that tackling the whole school in one task – e.g. labelling; targeting behaviour - is more practical than focussing on specific departments/areas etc. If you are making the symbols anyway, you may as well make them for everywhere at the one time.
2. Perhaps some time is spent in making the children aware of the project (e.g. school assembly) and making it a 'fun' activity – even if it's not much fun but more hard work for you! – will help the children see symbols as something for **everyone** to use e.g. 'treasure hunt'; 'symbols of the week' ; symbols use on SMARTBOARDS
3. Involve the pupils in actually putting the symbols in place. This can increase a sense of 'ownership' and encourage their use

**School labelling:**

Areas to consider

- main areas/break out areas
 - dining room
 - gym hall
- medical suite
- notices
- head teacher's room – and photo if agreed
- admin and reprographics
- enhanced provision life skills area and sensory room
- janitor/cleaners/technicians
- classroom doors – with photographs if agreed
- toilets
- library

Classroom labelling:

Again, involve the pupils in deciding where symbols should go and give pupils some responsibility for them.

- cupboards
- trays
- equipment
- classroom areas
- displays of work/project material etc.
- pegs / lockers

Classroom routines (if appropriate):

- teeth brushing / hand washing
- snack routine
- changing for PE / swimming
- tidying up

General Ideas

- whole school timetable
- wet break rules



- 'We are in.....'
- packed lunch trolleys
- self-registration for home / school / packed lunches
- class rules / targets / good listening

Symbolised Timetables: throughout the **whole** school, including nursery

- class / group / individual timetable displayed
- reference made to the timetable throughout the day on a regular basis
- Other visual supports including reward strategies, positive relationship strategies e.g. prompt to aid attention, transition symbols

Signed: _____

School: _____

Designation: _____

Date: _____

Total Communication Team Members' Signature(s): _____

Date of visit:

Feedback: