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CBR.JCP.Overlay

Dear Families

Use of Coloured Overlays and Paper

Purpose

This procedure outlines how SHS will support students both in the classroom and in examinations when they require access to coloured overlays and papers.

Use of Coloured Overlays and Coloured Paper

If a student completes a private screening/diagnostic assessment by a suitably qualified professional which indicates difficulties with visual stress, we will use this information to best accommodate the student's needs in the academy.

Parents/carers will be required to provide a copy of the professional screening/diagnostic assessment for visual stress to the SENCo which can be held as evidence on the student's file (required by JCQ for GCSE examinations).

When sufficient evidence is provided to support the requirement for a coloured overlay, SHS will provide a coloured overlay from a fixed range we have available. Parents/carers may opt to provide alternative colours if they wish. The student will be expected to take responsibility for bringing and using their overlay, when required, as normal equipment for lessons and assessments as necessary.

The above procedure will be followed, with the following exceptions:

- Students with EHCPs which specifically state coloured paper must be provided will be provided with the individual colour they require.
- Students in Year 11 (from September 2025) will be provided with the individual-coloured paper they require as this is their normal way of working which is already in place for examinations.

Accommodating Coloured Overlays/Paper in Examinations

For examinations, the use of an overlay or coloured paper must be agreed by the SENCo and Examinations Officer. SHS will ensure the provision of a coloured overlay with cream paper or coloured paper will be used for students in examinations when this is their normal way of working. The exam boards require the academy to hold accompanying evidence of a screening/diagnostic assessment to support implementing this provision.

Yours faithfully

C Broxton

Mrs C Broxton

Assistant Headteacher/Acting SENDCo