SCHOOL SUPPORT AND MEETINGS | ENGLAND

Classroom Adjustments Checklist

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A conversation-starter checklist of changes that could make a classroom more accessible, to be adapted with the child and the setting. No diagnosis is required to describe what helps.

Who this is for

Parents, carers, SENCOs and teachers preparing a practical discussion about the classroom environment and everyday access.

What is inside

- A themed checklist
- Space to note what to try first
- A review box

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

How to use this checklist

This is not a complete list and it is not an assessment. Tick ideas worth discussing, then agree a small number to try and review. Some items may also be reasonable adjustments under the Equality Act 2010 — that is a legal question this pack cannot decide.

Environment and sensory

- [ ] Seating position (for example, away from a busy door or display)
- [ ] Noise reductions, ear defenders, or a quieter work option
- [ ] Light, smell, or temperature issues
- [ ] A safe place to go if overwhelmed
- [ ] Movement or heavy-work breaks built into the day

Communication and instruction

- [ ] Instructions in small steps, written or visual as well as spoken
- [ ] Extra processing time, and not being put on the spot
- [ ] A now/next or visual timetable
- [ ] A way to ask for help or a break without calling out
- [ ] Advance warning of change, fire drills, or cover teachers

Learning, social time and review

- [ ] Task lists or scaffolding for independent work
- [ ] Options for recording work besides lots of handwriting
- [ ] Support at unstructured times: arrival, lunch, play, home time
- [ ] A consistent adult to check in with
- [ ] A plan for homework that does not recreate the whole school day at home

The two or three changes we will try first, and when we will review them

The child's views about what would help

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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