**ACCESS GUIDE**

In order to best support us to create an accessible space we ask everyone to fill out an access questionnaire before starting on the *Plays from ur notes app* project.

The social model of disability is at the heart of the Royal Court’s approach to access and we aim to interrogate any inequality in service and improve the facilities we offer. Whilst we have to work within some budgetary and practical limitations, we would encourage you to fill in the access questionnaire with as much detail as possible and we are committed to doing everything we can to meet your needs.

Below is a list of things we currently provide. This is not an exhaustive list, the questionnaire will not only ask specific questions it will give space to provide details about what you may need, in your own words.

We know that there is an unfair burden of responsibility on an individual to work out their need in response to our barriers. Access to space is complex and the questionnaire is the starting place for a conversation, access is always evolving, you may check in and change your mind about anything at any point.

**The Building**

* The Royal Court has step free access throughout the building.
* There are disabled toilets both front and back of house.
* The closest station is Sloane Square. The closest step free station is Victoria.
* Support with entering or travelling to the building is available; such as someone meeting you at the station.

For a full break down of the building please read here: <https://royalcourttheatre.com/your-visit/access/around-the-building/>

**British Sign Language (BSL)**

* For BSL users we will have two BSL interpreters in every space.
* There is an option to present your script in BSL. This process will be individually adapted in response to the best medium to present the play and its translation.

**Reading Scripts**

If there is any required or suggested reading on the group, or from meetings:

* We can provide large print copies of scripts.
* We can provide scripts printed on different coloured paper to assist with word processing. We can print text in different colours and support you to find what might work best for you.
* We can hold space for those in the group to read wthe script together, for those who might prefer to read out loud or hear a script be read.

**Support in the space**

The space will be led by a member of the Open Court team and may be visited by a guest creative. There will always be a member of the Open Court team in the space you are in.

* During the sessions the assistant facilitator can take notes to be distributed amongst the group.
* We can arrange a time for you and the assistant facilitator outside of the sessions to reflect on the content from each session.
* Participants will be invited to share some writing in sessions but will always be given the option not to share.

During your time here you will be introduced to the wider literary team who are contactable, and who will read the plays you submit. A member of the team will be attached to each group.

**One-to-one support**

If you need an access worker to provide one-to-one support we will work with you to determine who might be the best person to provide this. Whether that is an internal Royal Court team member or additional support. The journey of working with an access worker is completely unique to everyone, you might work with someone in every session or create a more bespoke schedule of support.

**Breakout space**

* For in-person sessions there will always be a breakout space if for whatever reason you might need some time outside of the room.
* We can provide you with a space for reflection outside of the session.

**Childcare**

* The Royal Court will cover Childcare costs up to £200.

**Travel costs**

* The Royal Court can cover travel costs, there will be an option to have your travel supported on the questionnaire.
* Support to cover the cost of travel if public transport is not accessible to you is available.

**Seeing Shows**

Every participant is offered a ticket to at least one show at The Royal Court. This ticket offer will be applicable on accessible performances.

**All other Access**

The access points listed above are all examples and suggestions based on previous participants and building learning. You know your needs best so please feel free to add anything outside of this guide when filling in your questionnaire.

**Contact us**

If you have any questions or would like a conversation about anything then please do not hesitate to contact us.

You can get in touch via e-mail: [opencourt@royalcourttheatre.com](mailto:Literary@royalcourttheatre.com)

Or call us on: 0207 565 5050