

SUPPORTING LEARNERS AT COLLYER'S

**- an outline of provision for students with
additional needs within the framework of the
West Sussex County Council Local Offer**

SPRING 2018

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PREFACE

This statement is designed to help you decide whether Collyer's can offer you the access and support you need to succeed in your chosen course of study.

It can also be made available in the following forms on request:

- ◆ Braille**

- ◆ Delivered and explained by a reader**

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1) Statement of Policy

When Richard Collyer made his will in 1532 and provided for a free school in Horsham, he wanted 'none to be refused likely to learn'. The present College of Richard Collyer in Horsham operates a policy of equal opportunities and aims to provide for learners on the basis of individual needs in compliance with current legislation. We have specially-trained and experienced staff available to help, and we welcome enquiries from anyone living in the Horsham area or beyond who wants to continue their education beyond the age of sixteen.

2) Who can I Contact to Learn More?

Please contact the college at Hurst Road, Horsham, West Sussex, RH12 2EJ (01403 210822). Helen Mayer-Dean, Head of Study Support and Counselling, will be available to help with any enquiries. The Admissions Manager is also available to help you directly, and to inform teachers at your present school about arrangements for admission to Collyer's. Both the main College Reception and Student Services are equipped with a hearing loop to assist direct enquiries.

3) Admission Arrangements

Learners who plan to come to Collyer's usually make contact in Year Eleven, the year before they begin studying at college. We are, however, glad to deal with enquiries at an earlier or a later stage. For example, the Head of Study Support and Counselling is available on request to attend transition planning meetings for students with an Education and Health Care Plan (EHCP) as part of the annual review process.

We normally meet learners for the first time at one of the Open Evenings in November, prior to entry the following September. The Head of Study Support and Counselling is available then to talk about what the college will try to offer learners with special educational needs or disabilities (SEND). The dates of these Open Evenings are published each year in the West Sussex County Times, or can be obtained by telephoning Reception (01403 210822). They are also publicised during preliminary visits to each of the Horsham partner schools. If you are worried about getting into the college itself, please contact us in advance of the Open Evenings and we will try to make suitable arrangements to help.

You do not have to come to Open Evening. However, early contacts, discussions and interviews help you get a direct impression of what we can offer. They also help us to try and make sure that access, welfare or specialist support, staff training and equipment are provided well in advance if at all possible.

All learners apply to Collyer's via the on-line MyApplication system. Learners at present attending Forest, Millais, Tanbridge House, Oathall and Warden Park schools are then interviewed at school in the Spring Term and offered a place for the following September. You will normally be in direct contact by the time of the interview, or pupil support at your present school will have indicated to us your interest in coming to Collyer's as well as your special requirements. You will be interviewed by the Head of Study Support and Counselling or one of her Study Support colleagues (who are also members of the Admissions Team). Parents, support teachers and special advisers are welcome to attend this interview, should you wish. It will mainly concern matching your present interests and achievements to the courses we offer at Collyer's, but you are not obliged to make a final decision at this stage.

Learners presently attending other schools are interviewed at Collyer's during the Spring Term. We are happy to welcome parents, advocates or specialist advisers as appropriate, and negotiate individually the time and form the interview should take.

Between interview and enrolment in September, there are opportunities to experience the college. All applicants are invited to a Welcome Day in July. In addition, the Study Support department run two 'familiarisation' events in June. On these days identified students are invited to spend some time with

the Study Support team (who they may be working with during their studies) so that they can familiarise themselves with the campus, facilities and staff before their Welcome Day takes place.

At the enrolment interview in college in September (when you begin), all learners are asked by their Enrolment Adviser to indicate or confirm (if previous disclosures have been made) whether they consider themselves to have a specific learning difficulty and/or disability, and whether they have received learning support in the past, or would benefit from learning support while at Collyer's. All learners are given a LUCID assessment to signpost any evidence for exam concession applications.

It should be stressed that we deal with all learners as individuals, and always try to provide for them on the basis of their individual needs. The aim of making contact before enrolment is to give you the chance to judge if we can offer you a suitable course, safe access to the college itself, and the necessary support to complete your studies successfully. If we think we can meet those conditions (and we try!), we will make you an offer of a place. We will also keep in contact with you, your parents and your present school, as well as specialist helpers, to try and ensure that everything is 'in place' before you begin.

Our capacity to meet certain individual needs may be limited by our resources or expertise, but we are always available to talk, to obtain expert opinion, and to help you decide.

4) Educational Facilities and Support

4.1 How can I access Study Support?

Learners' individual learning is supported through class teaching and the tutorial system by teachers and tutors whose concern is always for the individual. Teachers and tutors receive additional specialist training to help them assist learners with identified additional learning needs, and are all familiar with the system of referral to the Head of Study Support and Counselling.

The Study Support team can provide individual guidance in the Study Support Department (a suite of rooms specially equipped for the purpose) in addition to the help from class teachers referred to above. Study Support Assistants may accompany individual learners into lessons to provide in-class support and they also provide 1-2-1 sessions for follow-up work and lesson preparation tasks. Each member of the Study Support team has subject specialisms and as far as possible we match students requiring support to an appropriate member of the team. The college may also 'buy-in' the expertise of advisers from the West Sussex Sensory Support Team and other agencies.

Many subjects run individual subject workshops which learners are strongly encouraged to attend. Workshops for small groups of learners for whom English is an additional language can also be arranged.

4.2 Staff Expertise

The Head of Study Support and Counselling has a Level 5 Award in Supporting Adult Learners with specific learning difficulties and a PGCE in Higher and Further Education. Much of her work is with learners who have an Education and Health Care Plan and require very specific types and levels of support. Ensuring that reasonable adjustments have been implemented and that the students' progress and support needs are reviewed regularly form important aspects of her work. She also works with students with emotional well-being issues. The Specialist Assessor is responsible for screening all learners on entry. This LUCID screening is designed to identify any indicators of learning difficulty, as explained above, and information about individual needs is forwarded to subject teachers and tutors.

Five study support assistants are also responsible for in-class support for identified students. They also support learners out of class on a one-to-one basis and run small group support sessions for GCSE Maths and English. Our Teacher of English to International Students has specific responsibility for supporting international students and others for whom English is a second language.

4.3 What Technology and Equipment are Available?

The Study Support Department is equipped with computers, printers, software and other resources. All computers are equipped with 'MyStudyBar' which has software to support reading (e.g. overlays) and writing (e.g. speech to text). The computers are fully linked to the college network and offer internet access, so these facilities are available for learners to research independently. Adapted keyboards may also be provided, if appropriate, and digital recorders are also available for loan to help with note-taking. Computers with adaptive software such as speech to text are accessible via request. The aim of these resources is to enable learners to work more effectively, both independently and under supervision. Students wishing to learn more about the accessibility functions on their phones and/or tablets can access help and support in the Study Support Department.

In addition, the college has a fully-equipped self-access **Language Centre**, and a **Library** with books, computers, access to the internet and other modern information systems available to all learners.

We are always looking to upgrade the resources available at Collyer's, and are happy to discuss what we might provide on the basis of individual needs.

5) What are the Arrangements for Handling Complaints?

The college's Complaints Policy is referred to in the Enrolment Handbook and College Diary, and can be accessed via our website.

The normal course of action is to contact Reception (01403 210822) and arrangements will be made to discuss the issue and resolve it as soon as possible.

If you find we do not provide the level of service you expect, please contact Reception and we will try to meet your needs.

If you are unable to telephone your complaint, or make your complaint in person, we are willing to discuss it with an advocate on your behalf, such as a friend, a member of your family, or a specialist adviser. We will try to provide a specialist adviser/intermediary, such as a sign-language interpreter, if you wish.

6) Additional Support and Special Arrangements during Examinations

Learners are offered additional support and special arrangements during exams on the basis of individual needs subject to JCQ regulations on access arrangements.

Learners with disabilities, sensory impairment or physical or mental health issues may be entitled to exam concessions. They are referred to the Specialist Assessor who will require documentation (such as a Form 8 evidencing previous concessions, a specialist assessment report or medical letter from a consultant confirming the medical issue). Once the concession is confirmed, the Specialist Assessor will ensure that all necessary arrangements are put in place on a day to day basis. For all external assessments, the Examinations Officer will oversee their implementation.

Equipment, locations, assistants and extra invigilators will be provided by the Specialist Assessor to meet any contingencies.

7) Counselling and Welfare Arrangements

The college offers a high degree of commitment to the welfare and support of learners, through the tutorial system and through additional provision. Tutors are specially selected to help learners with disabilities, and are given extra training. They keep in close contact with teachers to monitor progress, and liaise regularly with the Head of Study Support and Counselling and parents/carers.

The college retains the services of Dialogue counsellors who are available in college free, confidential support. Our counsellors are fully qualified and specialise in supporting children and young adults. Also, as part of the well-being support provision, the college runs the 'b' mindfulness course which aims to help students safeguard their well-being particularly in times of stress or worry. This course is open to all students.

Individual **careers** advice and advice about entry to higher education for learners with disabilities and those with specific learning difficulties are available through the Head of Study Support and Counselling, Helen Mayer-Dean. The manager of the college **Refectory** can be contacted to discuss special dietary needs, either directly, or through Helen Mayer-Dean, Head of Study Support and Counselling.

8) Can I get Medical Support?

The college has a team of people who hold the First Aid at Work and Mental Health First Aid qualifications. In addition, we are fortunate in being located immediately opposite Horsham Hospital for more serious emergencies. There is also a well-equipped **Medical Room** on site. One of the rooms in Study Support is designated the **Comfort Zone** and provides an alternative base for study or relaxation in a supported environment. We can also arrange the safe storage of medical supplies such as epipens in Reception. We also arrange training for teaching and support staff who are in contact with learners whose condition may require immediate response, such as severe nut-allergy.

9) Can I access Collyer's for Sport, Recreation and Leisure, as well as Educational facilities?

Physical access to the college is still slightly affected by the nature of the split-level site, and buildings which have been developed piecemeal over the last hundred years. Some parts of the college are three storeys high, with narrow staircases connecting different floors. However, extensive rebuilding has recently taken place to make the campus as compliant as possible. There are now 5 passenger lifts on campus. The first offers access from **Reception** to the first and second floors of the Buckle Building and parts of the original Grammar School wing, together with stairs suitable for use by the ambulant disabled. The second connects to all parts of the **Library**. The third gives access to the **Cowley Building (Sports Hall)**. The fourth gives access to the **John Dew** classroom block and all connecting buildings. Finally the fifth gives access to the Graham Baird Building. There are two powered lifts for persons with impaired mobility. The first gives access to a suite of **Art rooms** located on the first floor and the second gives access to the Duckering Hall and adjoining buildings. Wheelchair-access work-stations are available in the Library, IT, Science and Photography areas. Disabled persons' WCs (one with access to a hoist) are available in the Library, the Cowley Building, the John Dew building, the Duckering Hall and adjacent to main Reception.

All parts of the college can be accessed by wheelchair except for a few areas which are restricted by internal half flights of stairs on certain corridors. Where access remains restricted provision includes:

- 3 marked disabled parking spaces
- appointment of learning support assistants to carry books and equipment and help with mobility
- to modify facilities (such as toilets) to meet individual needs wherever possible
- relocate classes to an accessible level, if possible
- to make schemes of work for each subject available via the VLE

The college does not provide transport from home to college for individual learners but does have links with Sussex Coaches to cover certain routes that now drop off and pick up outside the college. Metrobus have laid on an additional public service from Southwater and Stagecoach have altered their route from Brighton to include the bus stop outside Horsham Hospital, opposite the college. Collyer's runs a subsidised bus service from Worthing, Findon, Washington and Ashington. Learners and parents are advised to approach the local authority directly with enquiries regarding transport.

The college administers bursaries to provide support whilst in education, such as help with the purchase of books and materials, under certain circumstances. Please enquire at **Student Services** in **K3** for further details.

10) Future Plans

All development projects planned for the next five years are designed to further improve access and mobility around the campus.

Please don't hesitate to contact Helen Mayer-Dean (01403 210822) for further information and to arrange a visit.