



COLLYER'S
Founded in 1532

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**

AUTUMN 2021

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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 by pursuing a programme of study at Collyer's. Our Prospectus and [Admissions Policy](#) provide more information about conditions of entry.

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, Director of Student Support, will be available to help with any enquiries. The Director of Admissions and Marketing 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 with additional support needs who plan to come to Collyer's are encouraged to 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 Director of Student Support or the EHCP Co-ordinator are 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 Director of Student Support 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 online 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 Director of Student Support, one of her Student Support colleagues or a Head of House (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 Student Support department run two

'familiarisation' events in June. On these days, identified students are invited to spend some time with the Student 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 access arrangements applications and/or additional support.

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 Student 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 Director of Student Support.

The Student Support team can provide individual guidance in the Student 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 sensory support advisers from external 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 Director of Student Support has a Level 7 qualification in Assessing for Exam Access Arrangements, 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. Together with the Head of Student Wellbeing, she also works with students with emotional wellbeing 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. A daily 'Drop-In' Hub is also provided for any student seeking support with their studies. 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 Student Support Department is equipped with computers, printers, software and other resources. All computers have Microsoft Office with its built-in accessibility functions. 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 available to eligible students 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 Student Support Department.

In addition, the college has a fully-equipped self-access **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 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 exam access arrangements.

Learners with disabilities, sensory impairment or physical or mental health issues may be entitled to exam access arrangements, (EAA). They are referred to the Specialist Assessor who will require supporting documentation (such as a Form 8 evidencing previous EAA, a specialist assessment report or a medical letter from a consultant confirming the medical issue). Assessments take place throughout the autumn and first half of the spring term. Once the EAA 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. Study Support Tutors are specially selected to help identified learners with disabilities and are given extra training. They keep in close contact with teachers to monitor progress and liaise regularly with the Heads of House, the Director of Student Support, the Head of Student Wellbeing and parents/carers.

The college retains the services of Dialogue counsellors who are available in college and provide free, confidential support. Our counsellors are fully qualified and specialise in supporting children and young adults. Also, as part of the wellbeing support provision, the college runs a number of short courses, including the '.b' mindfulness course which aims to help students safeguard their wellbeing particularly in times of stress or worry. These courses are overseen by the Head of Student Wellbeing and they are 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 via the Student Support department and/or the Progression Team. The manager of the college **Refectory** can be contacted to discuss special dietary needs, either directly, or through Helen Mayer-Dean, Director of Student Support.

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 Student 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 or so. 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 Study Support Assistants to carry books and equipment and help with mobility
- to modify facilities (such as toilets) to meet individual needs wherever possible
- relocation of classes to an accessible level, if possible
- to make schemes of work for each subject available via the subject SharePoint.

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, materials and travel costs, for eligible students. Please enquire at **Student Services** in **B002** or consult the [Student Finance](#) section of our website 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.