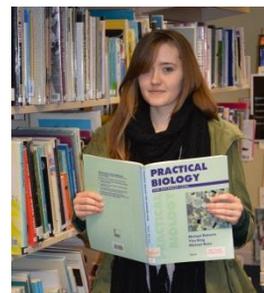




Strode's College

Support for Learning (S4L)



This document is available in a range of formats. If you require this document in another format please call 01784 437506.

We offer support to all students, whether they have an Education and Health Care Plan or simply need some quick study skills advice.

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Does this booklet apply to me?

The information in this booklet may apply to people who may:

- Need help with study skills and time management
- Need help with coursework or preparation for exams
- Need encouragement during a difficult period in their life
- Need support in dealing with stress or anxiety
- Feel they may have a learning difficulty and/or disability
- Have a diagnosed learning difficulty, e.g. dyslexia
- Have a medical condition, e.g. epilepsy, diabetes, chronic fatigue syndrome etc.
- Have a physical disability
- Be hearing impaired
- Be visually impaired
- Find communicating or remembering difficult
- Have a mental health difficulty
- Have a temporary disability after an illness or an accident.

Who do I contact for information?

If you would like to enquire about any aspect of the support available, please contact the Support for Learning Manager, Nick Levy, Tel: 01784 437506 extension 1261, or Email: nlevy@strodes.ac.uk or alternatively the Learning Centre Co-ordinator Claire McNicholls, on 01784 437506 extension 1247 or email cmcnicholls@strodes.ac.uk.

How should I tell the College about the support or adjustments I need?

At Strode's College we welcome all applications, from learners with disabilities, learning difficulties and medical conditions. There are opportunities for you to inform us about this, either on your application form, at interview, at enrolment or **at any time** during your course. We will also agree with you who has access to this information about you.

Strode's has a proven track record of helping learners to be successful and to move on to their next step in employment or education.

To help Strode's offer you the maximum support throughout the application and enrolment process, it is very helpful if you can inform us of any learning needs or difficulties as early as possible. This way, we can discuss the support that is available and help you prepare before you start your courses.

What kind of support could I have?

Examples of the support you may be entitled to:

- Access to parking and buildings
- Adapted equipment
- Adaptation of materials and course information in different formats (e.g. to enlarge print)
- Specially negotiated individual programmes
- Special examination arrangements (e.g. liaison with exam boards for additional time, readers, scribes, modified papers, venues)
- Use of assistive technology
- Help from readers or note-takers
- 1-1 (one to one) support
- Support with study skills, both 1-1 and in class (if studying at Level 2)

The College currently employs a team of Learning Assistants who help students within the classroom or outside. They work in the Learning Centre, or more discreetly to provide 1:1 support sessions or study skills workshops for students where needed.

Equipment and technology available:

- Computers (including voice input software, large display monitors, specialised interface access, and other adaptive equipment)
- Induction Loop facility
- Laptop computers

Other technology may be brought in according to student need.

Support for Learning: The Framework of Provision at Strode's

Support for Learning areas include the following: the Learning Centre, quiet areas, e.g. safe haven, computer areas, plus in-class and 1-1 (one to one) support. We can also support students during their exams by providing a range of exam access arrangements.

The Support for Learning team provides support to any student who requires it. Referrals are allocated to the staff member with the most appropriate skills for that student's requirements.

Support is then agreed with the student and can take place in any one of the separate areas e.g. rooms for quiet study or the Safe Haven (separate room for discreet support.) 1-1 sessions are closely monitored and non attendance is followed up.

One to One sessions

Individual study skills sessions are available by student request or staff referral. Such referrals should either be made to **Nick Levy, Support for Learning Manager** (by phone Tel: 01784 437506, Extension 1261, or Email: nlevy@strodes.ac.uk), or **Claire McNicholls, Learning Centre Co-ordinator** (by phone Tel: 01784 437506, Extension 1247, or Email: cmcnicholls@strodes.ac.uk). Students can even just simply drop in!

Exam support

Access arrangements can be made available to students after a discreet test, also upon receipt of evidence to confirm any prior exam arrangements at their previous school. Access arrangements include: extra time, a reader, a scribe, use of a computer, smaller room invigilation. Such enquiries should be made directly to Nick Levy, Support for Learning Manager (as above) to arrange the most appropriate type of support.

The Learning Centre

Not just a library, the Learning Centre is a space packed with learning resources for students, who can also ask for support from our staff at any time.

General membership:

Students enrolled on College courses have the right to access the resources of the Learning Centre. Our policy is to provide Strode's College students and staff with access to lending and reference facilities, audio-visual resources and independent learning facilities during Learning Centre opening hours.

With this right comes the responsibility to abide by the rules governing: behaviour, borrowing and respect for all equipment/furniture contained in the Learning Centre.

General access:

The Learning Centre will be staffed during opening hours to ensure an appropriate learning environment is maintained and to provide support and guidance where needed. We are open; Monday 10.00am – 16.30pm, Tuesday, Wednesday, Thursday 8.00am – 16.30pm, and Friday 8.00am – 16.00pm during term time only. Please note that we cannot reserve seats or computers in advance of your visit.

All resources are catalogued and search facilities are available via the 'Support for Learning' Moodle site, which also has many study skills related guidance sheets.

Books may be borrowed for a period of either 3 days, 7 days or 14 days. Books may be re-issued after that period, provided another student has not requested them.

Overdue resources: Items that are not returned, or renewed by the due date, could result in withdrawal of the student's access to further Learning Centre resources and use of the College computer facilities. Emails are sent to students as reminders for all overdue resources, followed up by letters sent to the students' home address if items are still not returned. A fines system is in operation.

All books must be returned to the Learning Centre before the end of the academic year, or before a student's course finishes. Any books lost or damaged must be paid for.

Resources:

The Learning Centre houses a wide range of resources, to support both staff and students of the College.

Departmental Resources:

Additional curriculum based materials are available on request to students in the Learning Centre, by arrangement with the relevant Head of Department.

Books:

Some 20,000 books are available to students and staff.

The Learning Centre's reference section houses a selection of encyclopaedias, dictionaries, statistical information, atlases and other material.

Resources for each subject are purchased after consultation with the relevant Head of Department. Staff are notified when resources become available for use.

Newspapers, magazines and journals:

All magazines and journals contained within the Learning Centre have been requested by the relevant Head of Department, and are intended to supplement courses.

The Support for Learning Moodle page provides link to national and local newspapers.

DVDs:

A list of DVDs that are available for loan from the Learning Centre, is contained on the Support for Learning Moodle pages.

Support for students with physical needs

We are always pleased to receive enquiries from students who have physical needs, i.e. a wheelchair user or who have other mobility issues. Strode's works hard to comply with the Equality Act and is able to make a number of reasonable adjustments to programmes of study.

Access to Buildings:

- Lift access to the first floor (Main Building).
- Ramp access to Runnymede Building, Founders Building (Art and Design), the Student Centre (including Student Services on the first floor), Tercentenary Building and Drama Studio.
- Ramp access to both Alms Houses.

Please note that IT equipment and resources in the Learning Centre are provided on the ground floor which has wheelchair access, as well as the Mezzanine floor which does not.

Medical and First Aid:

The College has a first aid room in the Student Services building (with lift access) and first aid facilities, but does not normally offer suitable provision for students and staff needing specialised personal care support, or qualified medical supervision.

Parking:

Reserved parking space for disabled students is available in two areas of the main College site.

Provision for hearing impaired students:

We liaise with external specialists in order to provide the best assessment and care for students in this category. Contact us to discuss you or your child's requirements.

Toilets:

Toilets for the disabled are located in four buildings on the main College site and in the Community Learning Centre at the Literary Institute.

Access to the Literary Institute in Egham High Street:

The parts of the Literary Institute used by the College are accessible via the side entrance.

Door widths meet standards for wheelchairs.

Emergency exits are ramped.

Workstations are the correct height to give clearance for wheelchairs.

Access to Outreach Centres:

The College occasionally operates adult classes in a number of community venues and these venues are usually checked for accessibility.

How does the College work within current guidance and legislation in the SEN (Special Educational Needs) field?

As part of the Children and Families Act 2014, all Colleges and Schools are required to make available their “Local Offer” for Special Educational Needs and Disability (SEND) to families. This includes details on how they can support young people with a special educational need and/or disability.

The Local Offer at Strode’s College

Our website gives our response to the questions supplied by the Surrey County Council’s “Local Offer” to students who meet the criteria of Special Educational Needs and Disability (SEND).

This is reproduced below:

How does the College know if young people need extra help?

The College is often sent such information by schools, support providers and indeed parents/carers. However, this is not always the case and information on student needs may only come to light at the initial interview.

In this case, a disclosure form is completed by the interviewer. This form outlines any diagnosis, condition, or support for other needs to plan support for the year ahead. Concerns can be raised at any time by contacting Nick Levy, Support for Learning Manager.

How will College staff support the young person?

The Support for Learning Manager takes overall responsibility for the provision of support to students who require it. The day-to-day support is likely to be delivered by a Learning Assistant.

If support starts after a student has arrived at the College, the person allocated to provide support will explain how support will be given. However, if it is all arranged prior to enrolment, it is probable that the Support for Learning Manager will explain all this to the student and parent/carer. Frequency and methods of support will all be outlined and agreed.

All additional support provision is checked regularly as part of the overall quality assurance procedures.

How will the curriculum be matched to the young person's needs?

The Support for Learning Manager and team advise teaching staff on the best ways to work with students and meet their learning needs. Staff are trained through the College's staff development programme, focusing on specific student needs as required. This helps students to fully access their course.

How will both the college and parents/guardians know how well the young person is doing, and how will they help to support the young person's learning?

The College hosts regular meetings with parents/carers and students, including the annual 'Meet the Tutor' events and regular parents'/carers' evenings. Parents/carers can also email or telephone teachers and personal tutors if they have any concerns. The Support for Learning Manager is always happy to take enquiries from parents/carers.

There is a robust individual learning plan (ILP) system to help learners identify where they are in their learning at any point. Students have regular 1-1 (one to one) meetings with their tutors and are encouraged to input actively into these discussions. The Parent Portal, which is accessed via the College website provides information to parents/carers about attendance and progress on courses.

What support will there be for the young person's overall well-being?

The College has a strong pastoral system. There is a team of 16 Personal Tutors (PTs) managed by a team of Guidance Team Leaders (GTLs). Students see their PT weekly as part of a group and at least once a term for 1-1 interviews. The PT is responsible for any academic and pastoral issues and will work with students and staff to overcome them.

The Support for Learning team provide a 'safe haven' area for students who need it. This is a quiet location for 1-1 support and a place to meet fellow students.

We do not have a College nurse but we have a number of first aiders across the site.

Feedback about support provision is important to us and student views are sought on a termly basis through completion of SPOC (Student Perception Of Course) questionnaires. The student union meets regularly and an elected Welfare officer can take up any issues formally to College management through these formal structures.

What specialist services and expertise are available at or accessed by the College?

The Support for Learning Manager is qualified to assess for exam access arrangements. Another member of the team is also qualified in dyslexia support. We have good links with external agencies such as Child and Adolescent Mental Health Services (CAMHS), Surrey Sensory Support and other providers.

What training are the staff supporting young people with SEND having or had?

The Support for Learning team are very experienced and highly qualified to support learners with additional support needs. Regular on going staff training takes place, particularly in response to specific student needs. Recent examples include supporting young people with visual/hearing impairment and mental health issues.

How will the young person be included in activities outside the classroom including trips?

Every effort is made to ensure all trips and activities are accessible and support is normally available if needed. With this in mind, contact with Heads of Department and Guidance Team Leaders is also recommended.

How accessible is the College environment?

There are wheelchair accessible entrances around the sides of the main College building, and most upper floors of buildings are accessible by lifts. The College does however try to timetable lessons in more accessible locations when we know more about student needs as discussed at interview. There are a number of toilet and changing facilities for those with disabilities.

We endeavour to make sure all our premises are accessible to all students; however it is advisable to contact us prior to any appointment if you or your child has particular needs.

If we are given sufficient notice, the College will try to find an interpreter for a parent or carer whose first language is not English. Our aim is always to create a professional and confidential service that acknowledges the diverse cultural needs and individual rights of all students and their family.

How will the College prepare and support the young person to join the College, transfer to a new College or the next stage of education and life?

All transition arrangements are carried out on an individual needs-led basis. Visits to the College can be organised by arrangement before enrolment. We also hold an Introduction Day in the summer term and at the start of the autumn term.

When the time comes to move on from the College, we work with students in whatever way we can to ensure their future success. We can also liaise with potential future education providers as required.

How are the College's resources allocated and matched to young people's special educational needs?

The Support for Learning budget is set annually alongside all other departmental budgets. The budget reflects the anticipated level of need based on information known at the time; usually spring, for the following autumn. It is therefore important that we have been made aware of likely needs for new students by this time.

Student applications open in July, fourteen months in advance of the academic year in which courses begin. It is advisable for students with special educational needs to make an application before the end of October in the year preceding entry. This gives plenty of time for interviews and assessment of needs. This can be taken into account when setting budgets.

How is the decision made about what type and how much support the young person will receive?

The College always tries to come to a joint decision with parents/carers and students when making decisions about support that can be provided. As ever, both parents/carers and/or students can seek advice or raise any concerns they have by contacting Nick Levy, the Support for Learning Manager. Open dialogue is encouraged as it is the best strategy for success.

How are parents/carers involved in the College?

Parents and carers are involved from the outset in the planning of their child's education. Support is agreed and on-going consultation is key here. Parents and carers are encouraged to maintain a dialogue with the College to ensure successful on-going support. Young people themselves are also central to these discussions.

Who to contact for further information

If you need to enquire about a support-related issue, please contact Nick Levy, Support for Learning Manager (by phone Tel: 01784 437506, extension 1261, or Email: nlevy@strodes.ac.uk).

Following enrolment, any broader pastoral issue can be raised with a student's personal tutor or Guidance Team Leader.

If you would like more information, please contact Nick Levy, Support for Learning Manager (as above).

