



Support Available for Students with Learning Difficulties or Disabilities

MAY 2009

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INVESTOR IN PEOPLE



The purpose of this booklet is to give information on the help and support available in the College for students with learning difficulties or disabilities.

If there is anything in the booklet which is not clear or you would like more information, please contact College Reception and staff there will help you.

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Minicom connection is available

This booklet (revised July 2009) is the Stratford-upon-Avon College **Disability Statement**. A Disability Statement is required of all Colleges of Further Education under **The Disability Discrimination Act 1995 and 2005 (DDA)**.

This booklet is available in alternative formats on request e.g. Large Print, Audio Tape or Braille.

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**A College contact request Form can be found on page 9
of this document**

Support Available for Students with Learning Difficulties or Disabilities

Stratford upon Avon College welcomes all students.

The information in this Booklet (revised July 2009) describes the help available to students with learning difficulties or disabilities. If you need further advice or information, please contact **College reception**.

1. Facilities

Main Campus

The College is on a compact, level site. It has recently completed a programme of works to ensure that its buildings comply with the requirements of the DDA. All areas of the College are accessible to students with restricted mobility. Classes will be scheduled to meet the access needs of students with disabilities.

The College has:

- ❖ Marked car parking spaces for students with physical disabilities.
- ❖ Ramped (wheelchair) access to all main teaching block ground floor entrances.
- ❖ Lifts giving access to all floors of A, B, C, E, F G and K Blocks.
- ❖ Toilet facilities throughout the College for students with disabilities.
- ❖ Concrete stairways marked with luminous yellow edging highlighting stair edges.
- ❖ Staircases with visual and tactile material to depict stairways.
- ❖ Automatically opening doors are located at the entrance to Blocks A, B, C, D, E and G and into the Library.
- ❖ A Minicom facility at Reception for incoming and outgoing telephone calls.
- ❖ A loop system is in place at Reception, the Cashier's window, at the Library desk and at the desk in the Media Department. Portable hearing loops are available on request.

- ❖ The Student Support Office is in Learner Services on the Ground floor of G Block.
- ❖ The Zone Student Restaurant, Java Cafe and the Brazz Coffee Shop are all located on the ground floor.
- ❖ There are Evac Chairs for each stairwell.
- ❖ Deaf Alerter available for students with hearing impairment.

SBS (Stratford Business Services) is based in Masons Road and 34 Cygnet Court, Timothy Bridge Road:

Masons Road

These premises have:

- ❖ Marked car parking space for learners with physical disabilities.
- ❖ Ramped access to both the premises.
- ❖ Toilet facilities for learners with disabilities.

Cygnet Court

These premises have:

- ❖ A lift giving access to all floors.
- ❖ Marked car parking spaces for learners with physical disabilities.
- ❖ Toilet facilities for learners with disabilities on each floor.
- ❖ Ramped access to the premises.

2. Staff with Special Responsibilities

- The member of staff with special responsibility for students with learning difficulties or disabilities is Rosie Herbert (Disability Officer). Rosie is also the Deputy Head of Learner Services and she has responsibility for Admissions. Rosie can be contacted via Reception.
- Specially qualified and experienced staff are available and include the Student Counsellors, Care and Classroom Assistants and also staff with knowledge of British Sign Language and staff with expertise in working with students with dyslexia.

- All staff will be pleased to help students with learning difficulties or disabilities.

3. Staff Expertise, Training and Development

- The College is recognised as an Investor in People. The College Staff Training and Development Plan is, subject to resources, structured to enable staff to access training and development relevant to provision for students with learning difficulties or disabilities.
- The College has the “two ticks” badge which recognises it as “Positive about Disabled People”.
- The College has a **Committee for Inclusive Practice**. This Group is drawn from staff working in all areas of the College. It meets termly and aims to encourage and support provision for students with learning difficulties and/or disabilities.

4. Admission Arrangements

- The College warmly welcomes applications from students with learning difficulties or disabilities.
- Please contact College Reception if you are unsure of how to apply for a place.
- Staff with special responsibility for students with learning difficulties or disabilities work with Rosie Herbert.
- Each individual applicant’s needs are assessed in a confidential and supportive manner. Whenever possible we make the same arrangements for students with learning difficulties or disabilities as for all students. However, if any special circumstances are made known to us in advance we can make special arrangements: for example, school liaison visits or pre-Admissions familiarisation visits. Please let us know how we can help.
- The College prospectus and this booklet are available in alternative formats on request
E.g. Large Print, Audio Tapes and Braille.
- Where appropriate the College will carry out a risk assessment relating to the applicant’s learning difficulty or disability.
- For Higher Education it is possible to apply for special payments from the Local Education Authority (LEA) for students who have additional needs as a direct result of a learning difficulty or disability.

Information is available from the LEA Grants Section. Allowances are subject to means testing.

5. Support for Programmes of Study

Academic and Curriculum

- The College may be able to claim additional funding from The Local Learning and Skills Council in order to support students with learning difficulties or disabilities.
- This support may be in the form of extra teaching time, additional tutorials or special arrangements made to help students succeed with their chosen course.

6. Counselling and Welfare Arrangements

- All full-time students have a Personal Tutor.
- The Student Support Team, comprising Counsellors, a College Nurse and a Finance Officer are available at the College for help with a range of difficulties or problems. They are based in G Block.

7. Additional Support and Special Arrangements during Examinations and Assessment

- Detailed information of the extra support for candidates in examinations is available from the College Examinations Office (contact through Reception).
- The following arrangements can be made where appropriate and agreed by the Examining Boards.

Examining Boards request that any special arrangements need to be notified to them three months before the examination date to ensure that special arrangements are in place. Please let us know if any of the following apply to you:

| | |
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| Students with specific learning difficulties including dyslexia: | <ul style="list-style-type: none">▪ for dyslexic candidates an educational psychologist's report must be submitted to the Examining Board. The report must be prepared not more than 24 months prior to the exam. |
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| | |
|---|--|
| (depending on the recommendation of an Educational Psychologist's report, a copy of which must be held by the Examinations Officer) | <ul style="list-style-type: none"> ▪ extra time in all written examinations (normally up to 25%) ▪ provision of a writer ▪ provision of a reader ▪ provision of a word processor where appropriate |
| Students with impaired hearing: | <ul style="list-style-type: none"> ▪ arrangements to enable students with impaired hearing to lip read or use sign language in aural examinations presented on tape |
| Students who are visually impaired: | <ul style="list-style-type: none"> ▪ large print question papers are available ▪ additional time allowance ▪ a reader or writer may be allowed |
| Students with special dietary needs: | <ul style="list-style-type: none"> ▪ (subject to a medical/doctor's certificate) Students may be allowed to take food into an examination and to have a short break to eat this |
| Students with limited mobility: | <ul style="list-style-type: none"> ▪ accommodation on the ground floor where possible or on a higher floor where there is access by lift |
| Students who are temporarily sick or unable to attend the College for examinations: | <ul style="list-style-type: none"> ▪ subject to the provision of the necessary security and supervision they may be allowed to sit examinations outside the College, for example at home, in a special centre, or in hospital |
| Students with back pain: | <ul style="list-style-type: none"> ▪ may be allowed short rest breaks |
| Students unable to write following paralysis or damage to hand, wrist or arm: | <ul style="list-style-type: none"> ▪ may be allowed a writer |
| Students who have difficulty working with other candidates in a large examination room: | <ul style="list-style-type: none"> ▪ may be allocated a room on their own |

This booklet should be read in conjunction with the College Charter, which is available to all College students. Copies can be obtained at Reception.

The College holds a Forum to discuss Disability issues each year, if you would like to take part in this please contact Rosie Herbert at

the College. Your views are valued and help us to make improvements.

The College welcomes comments and suggestions about its services and provision. Please address any comments to the College Marketing Office or place in a box at Reception.

If you have a complaint about any aspect of College services, including any aspect of provision for students with learning difficulties or disabilities, write directly to the Principal. An initial reply is promised within five working days during term time and as soon as possible during holiday periods. The College will always give very careful consideration to any complaint.

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CONTACT REQUEST FORM

To: Rosie Herbert

From: (your name) _____

Address: _____

Contact Telephone Number: Daytime _____

Evening _____

Enquiring about

The College will make every effort to respond to your enquiry as soon as possible.