

HELPING YOU TO LEARN



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DISABILITY STATEMENT

Scarborough Sixth Form College is committed to inclusion and supporting learning for each individual. We welcome learners with a disability and aim to provide additional learning support, resources and facilities to meet individual needs and to encourage all learners to achieve.

This document is a guide to the services and provision available to all students with disabilities and/or learning difficulties at Scarborough Sixth Form College.

Scarborough Sixth Form College actively encourages applications from all people with disabilities and/or learning difficulties.

The College Student Guide can be made available in Braille, audio cassette and A4 and A3 large print versions.

STATEMENT OF EQUALITY

- Scarborough Sixth Form College has a philosophy of treating individuals fairly and of mutual respect for all members of the college and will not tolerate unlawful discrimination on the grounds of Age, Disability, Gender reassignment, Marriage and civil partnership, Pregnancy and maternity, Race, Religion or belief, Sex, Sexual orientation or Offending background
- The College has a commitment to provide for the needs of all who study and work at the College in an inclusive and supportive environment that promotes the integration of all College members fully in the life of the College.
- We expect that all members of the College community will act with due respect and consideration towards each other at all times

ADMISSION ARRANGEMENTS FOR SUPPORTING LEARNERS WITH LEARNING DIFFICULTIES AND/OR DISABILITIES

We want to make sure that we give you appropriate support. As well as the standard college admission arrangements we offer the following additional arrangements:

- You and/or a family member, carer or advocate can arrange to visit the College to discuss your support needs with a member of the Learning Support Team. We will tell you about the support we are able to offer linked to the programme you are interested in.
- If you need mobility access or help with communication in your interview, please contact us in advance.

HOW CAN I ASK FOR SUPPORT?

You can ask for help and advice during your first visit to college. At this time we can also show you the buildings to help to identify any accessibility problems. After you have enrolled we can offer a more detailed assessment and prepare an individual support plan to meet your needs.

We would like you to let us know as soon as possible if you require support. This will give us the maximum time available to make arrangements. However, if you decide you need support during your course, please contact the Learning Support Team.

Learning Support Manager: Julie Walkington

Telephone: (01723) 380779

Fax: (01723) 367049

Email: j.walkington@s6f.org.uk

Alternatively, please telephone the Study Centre on '01723 380763' to contact any of the above members of staff.

WHAT KIND OF SUPPORT CAN WE OFFER?

Here are some examples of the support we can offer. We can provide:

- Literacy/Numeracy/ESOL tuition, both on a one-to-one basis or grouped sessions
- Study Skill support (essay writing, note-taking, time management etc)
- One-to-one support for dyslexic students
- Note-takers/readers
- Mentoring sessions
- One-to-one support and in-class support for students with mental health issues and behavioural difficulties
- In-class support for students with specific learning difficulties
- Access to Assistive Technology (see following page)
- Adaptations and technology for blind and visually impaired students
- A trained member of staff to assist you with personal care needs, both inside and outside the classroom
- British Sign Language/Sign Supported English Communicators
- Special examination arrangements and support

WE HAVE A WIDE RANGE OF ASSISTIVE TECHNOLOGY INCLUDING:

- Speech to Text software (Dragon Dictation)
- Text to Speech software (TextHelp! Read and Write Gold)
- Dictaphones
- Laptops
- Mind Mapping software
- Units of Sound (a multisensory approach to improving study skills for older dyslexic learners)
- Wordwork (help with organisational skills/memory/ time management etc)

THIS TECHNOLOGY IS ESPECIALLY BENEFICIAL TO DYSLEXIC STUDENTS

People who have a Specific Learning Difficulty/Dyslexia

- Staff awareness of an individual's needs
- Specialist Dyslexia Assessment or a full Educational Psychologist's assessment (where appropriate)
- Access to learning support in the Study Centre
- Screening assessment
- 1:1 specialist support for dyslexic students
- Use of Assistive Technology (see section above)
- Special exams arrangements and support

People who are deaf or who have become deaf or hard of hearing

- Staff awareness of an individual's needs
- Sign Language Communicator – who can sign and provide 'voice over' for you to other people
- Note takers, who can take notes for you in class
- The loan of technical aids such as personal loops
- Special exam arrangements and support

People who are visually impaired

- Staff awareness of an individual's needs
- Adapted teaching and learning materials (eg. enlarged printed handouts)
- Large PC monitors
- Tape recorders and Dictaphones
- Help with RNIB library links
- Special exam arrangements and support
- Links with other support agencies (eg. Community Services)

People who have an emotional or mental health difficulty

- Staff awareness of an individual's difficulties
- Mentoring sessions
- College counsellors (if appropriate)
- Links with other Support Agencies
- Special exam arrangements and support

People who have a physical disability

- Staff awareness of an individual's needs
- Help with mobility and/or personal care
- Loan of specialist technology and/or equipment
- Links with other Support Agencies
- Special exam arrangements and support
- People with a long-term disabling medical condition
- Staff awareness
- Help with mobility and/or personal care
- Access to Personal Care facilities
- Staff to help you in class (eg. Note-taking)
- Loan of specialist technology and/or equipment
- Special Exam arrangements and support

SUPPORT IN EXAMINATIONS

You may need to take an examination or other assessment as part of your studies. It is essential that you discuss your individual needs with the Learning Support team as soon as possible. The college must make a formal application to the Examinations Boards if special arrangements or support is required for students.

Examination Boards permit special arrangements with a permanent or long-term disability, and also for students with a temporary disability at the time of the examination:

- Physical Disability
- Visual Impairment
- Hearing Impairment
- Specific Learning Difficulties
- Mental Health Difficulties

The types of special arrangements are:

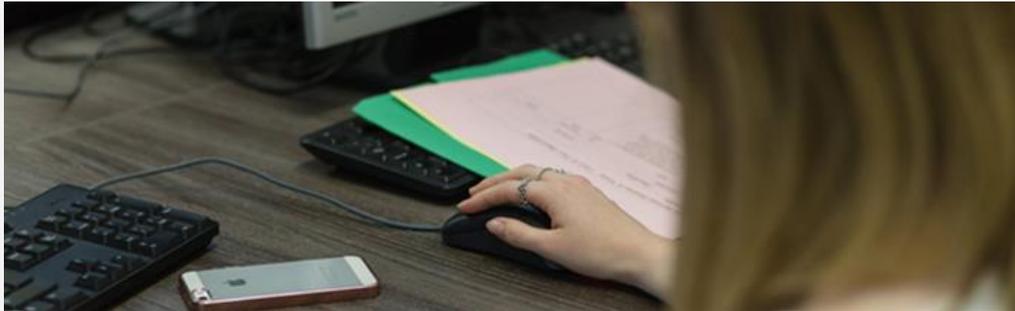
- Use of a reader
- Use of a scribe
- Use of a laptop
- Extra time
- Prompter
- Separate room
- Supervised rest breaks
- Tape recording
- Signed communication
- Alternative papers eg. Braille, modified layout or enlarged papers

No additional fee is charged to you by the Examination Boards or the college in any of these circumstances.

LEARNING SUPPORT TUTORS

The Learning Support Tutors have gained Literacy/Numeracy/ESOL qualifications to help you to improve your reading, writing and/or number skills.

They will give you regular support sessions and advise your course tutors on how they can help you on your course. They will also help you to improve your Study Skills techniques, for example, time management, essay writing, note-taking etc.



DYSLEXIA TUTOR

We have a specialist dyslexia tutor who can give you information and advice with regards to dyslexia or SpLD (specific learning difficulties), in the following ways:

Initial discussions if you believe you may be dyslexic

- Dyslexia Assessment
- Organise Special Exam Arrangements (if appropriate)
- In-class support (if deemed necessary)
- Appropriate one-to-one dyslexia tuition
- Liaise with your teachers to ensure you are being given appropriate support in your classes

ADDITIONAL ESOL SUPPORT

In addition to encouragement and motivation to develop your English, our qualified English and CELTA qualified teachers are available to guide you through your studies and offer support in your subjects.



COLLEGE COUNSELLOR

If you have any worries, concerns or anxieties, however apparently minor or serious, you can see our college counsellor. Counselling is supportive and aims to help you explore your thoughts and feelings that may be causing you upset or stress.

GETTING AROUND THE COLLEGE

Personal Care Suite-There is a personal care suite with a wheelchair accessible shower and toilet.

Car Parking-There are spaces at the main entrance for people with disabilities.

Toilets-There are a number of toilets around the College that are accessible to people who use wheelchairs or other mobility aids. One of the toilets also has a wheelchair accessible shower.

The Grounds-There are pavement ramps and dropped kerbs in most parts of the College. Where these do not exist the College is gradually making alterations.

Reception and Administration-These facilities and services are on the ground floor. There are two lifts for access to the upper floor. There is a toilet with wheelchair access on the ground floor.

- All communal areas are fully accessible
- Accessible toilet

SPORTS CENTRE

This building was purpose built in 2001.

- This building is fully accessible
- Accessible toilet – unisex
- Accessible changing facilities

THE SIXTH FORM SITE

The Sixth Form site slopes gently and therefore there are small flights of stairs within the main building at ground floor level.

The Learning Resources Centre (library and computing network), accessible toilet, Admissions, Study Centre, Guidance Support Centre and Student Services are all on the ground floor.

The first floor is accessible by lifts. Most subjects are, or can be offered, in ground floor accommodation.



EMERGENCY EVACUATION

In the event of the need for an emergency evacuation people who use wheelchairs and those not able to negotiate stairs should be moved to a place of safety behind at least one set of fire doors away from the evidence of the fire. Staff responsible should report the location of such groups or individuals to the evacuation co-ordinator and their possible location within the building.

NB. These guidelines are based on instructions from the Emergency Services.

HOW CAN I COMPLAIN IF I AM NOT SATISFIED WITH THE SUPPORT PROVIDED?

If there is something about the college that you are unhappy with, we would encourage you to use our complaints procedure. This procedure is an important part of our commitment to improving standards and ensuring that you tell us your opinions on service and course quality.

We hope to deal with your complaint promptly. If this is not possible and you wish to make a formal complaint, please follow the official college Complaints Procedure, which is outlined in the Student Handbook or you can enquire at Student Services.

Any complaint you make will be rigorously investigated and you will be informed of the outcome.

If you make a written complaint we will answer it within 10 working days, with an indication of how it is being investigated and when you might expect to get a detailed answer.

If you are dissatisfied with the findings you may take your complaint to the next level of authority. In the final instance you may take your complaint to the Principal.

WHERE DOES THE FUNDING TO PROVIDE ADDITIONAL SUPPORT AND/OR SPECIALIST EDUCATIONAL FACILITIES AND EQUIPMENT COME FROM?

Funding is obtained from the following source:

The Education Funding Agency

This provides Additional Educational Support for learners on recognised courses. The College Senior Management sets aside a budget allocation from the main College budget each year for the purchase of equipment and materials for additional support, some of which is for learners with disabilities.