

# Information for students

with learning difficulties  
and/or disabilities



## Mission

To provide outstanding education and training for individuals and employers

Southport College is committed to promoting and supporting learning and aims to create a caring environment for people with disabilities, including learning difficulties. It will ensure all learners are provided with high quality education and training. Every effort will be made to enhance College's capacity to respond to the specific requirements of disabled people. The Learning Support Team is committed to offering support through an accessible service that focuses on the needs of the individual student. Students are treated in accordance with the College's Equality and Diversity Strategy and within the Disability Equality Act.





# Our Commitment

- To ensure, as far as reasonably practical, that learning difficulties and/or disabilities do not prevent students enrolling on an appropriate course of study.
- To provide confidential consultation and assistance to enable access to all College facilities
- To assess students' needs on an individual basis and provide support to assist them to achieve their learning goals
- To liaise with College staff and outside agencies in coordinating support and minimising potential difficulties.

## Letting us know about your support needs

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You will have the opportunity to disclose an additional learning need/ medical condition before enrolling at the College, and during your time at the College by:

- Disclosing a support need/ medical need on a course application form
- Being referred by staff at College – with your permission
- Referring yourself by contacting the Learning Support Manager on 01704 392872
- Completing a Can We Help You? form and passing it back to the Student Information Centre
- Being referred by school – usually on your reference
- Asking your school to invite the Southport College Learning Support Manager to your year 11 review
- Being referred by the Local Education Authority – you may have an Education, Health and Care Plan

# The Learning Support Service

## The Learning Support Service

Once you have been referred to the Learning Support Team, you will be invited to attend a meeting to discuss your support needs.

At this meeting we will work together to build an Individual Support Package, which will be shared with all staff who will be working with you.

Support may include:

- note taking, spelling, reading
- differentiation of tasks
- keeping students focused and on task
- simplifying instructions
- checking understanding
- equipment
- encouraging appropriate behaviour and participation
- Lunch time supervision

- Meet and greet service
- Personal Care support
- use of specialist technology to support learning

## Support for exams

The College has qualified Specialist Support Tutors to complete screenings and exam reports to enable students to apply for Access Arrangements such as a reader, scribe, extra time, use of specialist equipment, use of a separate room or a prompt.

All support is reviewed regularly and adjusted accordingly to ensure support needs are met and to promote independence.

Learning support is available to students of all ages, studying at any level who have disclosed and have evidence of a learning support need.





## **Learning Support for HE students**

Learning support for Higher Education students is funded through Disabled Students' Allowance (DSA.)

As a student at Southport College's University Centre you can apply for DSA if you have a formal diagnosis of a:

- disability
- long-term health condition
- mental health condition
- learning difficulty or specific learning difficulty for example: MLD, dyslexia, dyspraxia, ADHD, or ASD

You must also:

- be an undergraduate or postgraduate student
- have a condition that affects your ability to study
- qualify for student finance from Student Finance England
- be studying on an H.E. course that lasts at least a year

The support you receive depends on your individual needs as stated in your Needs Assessment and not on income.

**For more information please call the HE Quality and Support Officer on 01704 392705.**

## **Support for Medical and Personal Care needs**

College has a Health & Wellbeing Coordinator who can meet with students to discuss their needs and devise a care plan if necessary.

College employs Personal Care Assistants to help students who have personal care needs. The College Personal Care Room/First Aid Room is equipped with:

- A Closomat toilet
- A hoist
- An electric bed

## Supported Internships

Southport College are proud to offer Supported Internships to students in receipt of an Education, Health and Care Plan. Our aim is to provide a course that allows a young person with special educational needs to demonstrate to an employer, that they have a huge amount to offer and that they can become a productive and valued employee.





# Our aim

The aim of the programme;

- Provide specialist job matching and coaching
- To gain work based experience developing skills valued by the employer
- To improve and develop employability skills, enabling the intern to demonstrate their value in the workplace.
- To gain paid or voluntary employment
- To provide Job Coaches to support our learners in the workplace.
- To develop independence
- To develop independent travel
- To develop confidence in their own abilities to perform successfully at work.
- To develop teamwork skills
- To develop communication skills

## Supported Internship Placements

- Learning is individualised to meet both the needs of the future employee and the employer.
- The aim is that the student will gain confidence and grow in ability, proving themselves to be a future hardworking, confident and capable employee.
- It offers the employer the unique opportunity of 'job carving' and creating the perfect employee.
- Placements are created to meet the individual needs of the learner increasing as the learner increases in confidence and ability.
- Placements will be built upon at a rate that is suitable for the individual learner, gradually building to three days per week.

## Transitioning into College

College provides arrival/departure supervision for students who are non-independent travellers. This involves signing students in and out of College and supervising them until they go to class or until their transport arrives. There are designated pick up/drop off points to facilitate transport supervision.

We provide lunch/break time supervision for all identified students, providing activities to encourage participation, integration and social communication skills.

We have a Learning Support Transition Suite which is a permanently staffed quiet room and can be accessed by students with complex needs, who may need time to transition into the wider College community.

We liaise with schools to offer taster sessions and enhanced transition programmes to potential students as well as familiarisation visits to ease transition into College.

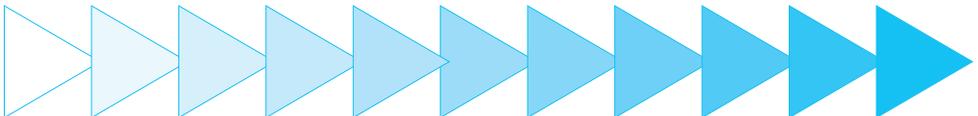
## Tracking your Progress

All students have a designated Progress Tutor who will liaise with staff, students and parents to track and monitor progress.

Targets are discussed and agreed during 1:1 progress meetings between individual students and Progress Tutors. The targets are negotiated, person centred and aspirational. These targets can be adjusted to ensure they remain relevant, realistic and challenging.

All progress is recorded on students' individual **ILPs** (Individual Learning Plan).

Parents/Carers receive progress reviews which are completed by all teaching staff and Progress Tutors. Parents/ Carers are invited to attend scheduled Parents Evenings twice throughout each academic year where academic progress is discussed.





## Safeguarding and Welfare

The Safeguarding and Welfare Team will endeavour to identify and work with a broad range of vulnerable students who may need support to enable them to fully engage with their course

The team will offer support in a number of ways including:

- Provide links with external agencies, schools etc where safeguarding / welfare / conduct issues are identified
- Share basic, appropriate, practical information with course teams
- Delivery of guidance and progression advice to vulnerable learners
- Act in an advisory capacity to all staff around safeguarding and welfare matters
- Share detailed information on a need to know basis
- See students on a 1:1 basis to offer personal support
- Sign post to other agencies as appropriate
- Comply with our statutory duties e.g. making referrals to Children's Services or Police.

- Identify other College based support that would benefit the student
- Attend relevant meetings and provide information relating to an individual including;
- Identify the correct College procedure and act accordingly under the guidance of that policy
- Underpin and deliver the ID Badge strategy
- Supporting the staff training agenda in relation to safeguarding and welfare matters

Relevant safeguarding training takes place annually. Safeguarding is an integral part of all staff inductions. All students have access to a College counselling service.

**For more information about Safeguarding, Welfare or the Counselling Service, please contact Student Information Centre on 01704 392704**

# Student Information Centre & College Facilities

## Student Information Centre

The Student Information Centre provides:

- Information and advice on courses
- Careers guidance
- Advice about Higher Education
- Financial advice (*grants, loans, allowances, childcare facilities and travel passes*)
- Counselling service
- Support with personal issues
- Referrals to other relevant teams within College

## Making a comment about College

Students at Southport College are given the opportunity to complete surveys to tell us how they feel about College, their course etc. Each group has a Student Representative who will attend termly meetings to pass on any comments you and your group have raised.

There is a formal comments, compliments and complaints procedure. You will find comments, compliments and complaints forms in the Student Information Centre. You can speak to staff in the Student Information Centre if you need help completing the form, or you could ask a friend or relative to help.

We welcome any comments, both positive and any constructive criticism. This helps us evaluate the quality of our provision and make improvements where possible.





## First Aid

College has a team of over 20 First Aiders available to deliver first aid when required. The College also has a defibrillator should one be necessary.

During College opening hours, the team of first aiders are on call. Each department has named staff to look after Health and Safety. This is overseen by The Director of Facilities Management who is responsible for Health and Safety issues. To call a first aider, contact reception by dialling 2699 from any phone in College.

## Accessibility and Inclusion

The main buildings are accessible by ramps and level approaches. All the classrooms in the main building, the Tower Block, the Pennington building, the Library and The Oasis are accessible to disabled users. We have a policy of moving classes to accessible rooms, wherever possible, in order to meet the needs of students. Lifts have either Braille and low level buttons or spoken information. Passes are available for those with mobility issues. There are accessible car parking spaces available on the main site.



# College Facilities

| Building   |  |  |  |  |  |  |
|--|---|---|---|---|---|--|
| <b>TB</b><br>Tim Beer Building                               | ✓   | ✓   | ✓   | ✓   | ✓   | ✓  |
| <b>KP</b><br>Keith Pennington Building                       | ✓   | ✓   | ✓   | ✓   | ✓   | ✓  |
| <b>RG</b><br>Richard Gentry Building<br>& University Centre  | ✓   | ✓   | ✓   | ✓   | ✓   | ✓  |
| <b>TL</b><br>Tony Leigh Tower Block                          | ✓   | ✓   | ✓   | ✓   | ✓   | ✓  |
| <b>LLC's</b><br>Library Learning Centres                     | ✓   | ✓   | ✓   | ✓   | ✓   | ✓  |
| The Oasis  | ✓   | <b>GF</b>   | ✓   | ✓   | ✓   | ✓  |
| <b>JJ</b><br>Jean Jessop Centre<br><i>(inc. Sports Hall)</i> | ✓   | ✓   | ✓   | ✓   | ✓   | ✓  |
| <b>RC</b><br>Richard Colmer Centre<br><i>(Theatre)</i>       | ✓   | ✓   | ✓   | ✓   | ✓   | ✓  |
| Pennington Annex   | ✓   | <b>GF</b>   | ✓   | ✓   | ✓   | ✓  |
| Goods Inward   | ✓   | ✓   | ✓   | ✓   |   |  |



## Key to the table



Access for wheelchair users



Unisex toilet for those with mobility difficulties



Lift access



Male toilet



Car parking



Female toilet

Toilets **GF** Ground floor locations, lift not required



## Access for All Statement

- Access for All embraces the College's commitment to equality and Diversity
- Our Commitments are:
  - The active pursuit of an Equality and Diversity policy.
  - Everyone in College is treated with respect and dignity.
  - An environment in which a diversity of backgrounds and experiences is valued
  - Fair and equal treatment for all College stakeholders, including potential students and staff

- A positive working and learning environment
- Zero discrimination, harassment and victimisation
- Fair treatment for anyone with a learning difficulty and/or disability

We will make reasonable adjustments to ensure that our commitments are realised. If you wish to discuss any of our 'Access for All' commitments, please speak to your Progress Tutor.





# Useful contact numbers

## **Vickie Hayes**

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Head of Learning Support  
and Inclusion

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01704 392872 / 392862

## **Victoria Wickington**

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Assistant Principal Teaching,  
Learning & Quality

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01704 392850

## **Stephen Musa**

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Assistant Principal Student  
Experience & Welfare,  
Designated Senior  
Safeguarding Lead

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01704 392669

## **Liz Jones**

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Head of Student Services,  
Designated Deputy  
Safeguarding Lead

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01704 392759

## **Student Engagement Officers / Safeguarding**

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01704 392758 / 392713

## **Specialist Support Team**

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01704 392866 / 392634

## **Specialist Support Team**

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01704 392866 / 392634

## **HE Quality & Support Officer**

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01704 392705

## **Health & Wellbeing Coordinator**

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01704 392620

## **Progress Coordinator**

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01704 392811

## **Student Guidance**

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01704 392704

# Information for students with learning difficulties and/or disabilities



If you need more copies of this publication  
or require the information in an alternative  
format, please contact:

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Student Information Centre.  
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Southport College, Mornington Road  
Southport, PR9 0TT  
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**Tel: 01704 500606**  
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**email: [guidance@southport.ac.uk](mailto:guidance@southport.ac.uk)**

