

# Information for the Local Offer

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We aim to ensure that all young people who attend Shipley College achieve their potential regardless of gender, ethnicity, religion, sexual identity, physical ability or educational need.

The College is committed to supporting the learning of all students. Additional Learning Support (ALS) offers extra assistance, help and advice to students who require particular adjustments and support to ensure they can access study programmes and make progress.

For information on our curriculum offer please refer to the course sections on our website or the College prospectus published every year.

## About your Special Educational Needs

### **1. How will the College know if you need extra help, and what should you do if you have special educational needs?**

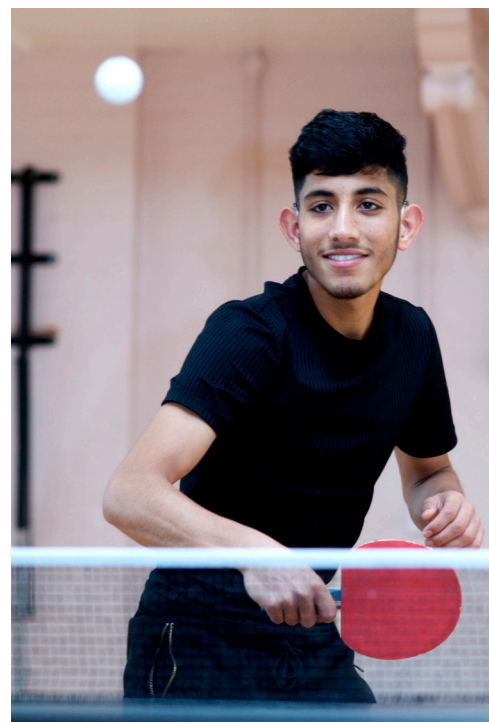
You will be asked about any individual needs you have on your application form. It is important that you share information with the College so that we can work with you, give good advice and assist you to identify the best way to meet your particular needs.

With your permission, the school you have attended will share information with us so that we can learn more about you. This information is very helpful for us.

We will work closely with schools and other education providers to help you to decide what is the best course for you to do when you leave school and what support you might need.

The College has a transition programme in place so you can visit and look around before you apply. You can also attend Shipley College taster days so that you can decide if this is what you really want to do.

We may also visit you at your school to see what level of support you receive in that environment. This will help us determine what support you may need in a college environment.



### **2. How is the decision made about how much support you will receive?**

The College will offer support that is reasonable and relevant to your particular needs within the context of Shipley College. We aim to provide support to assist you to achieve a level of independence. This may mean that the type and level of support may differ from your previous experience and change as you progress through your course and become more independent.

If you have been unable to provide this information before applying to college you will be invited to a meeting to discuss any support needs you have. We will ask you to provide copies of any information that you have that will help to assess what support we should provide.

If the College is not able to meet your needs, we will be clear about which needs we can and cannot meet.

### **3. How will Shipley College staff support you?**

Support may take the form of:

- In-class support
- Access to assistive technology
- Mentoring
- Exam access arrangements
- Pastoral support
- Study Skill Workshops
- Social Skills Workshops

The College employs a team of support staff who are skilled in supporting learners in a range of settings and support methods.

The College recognises the part that adaptive and assistive technology has to play in terms of support. We will encourage the use of these where appropriate to ensure that the College is supporting students towards independence.

The College will provide appropriate training and support in the use of assistive technology to ensure that students are able to progress independently with their learning.



### **4. How will you help my family to support my learning?**

We welcome and encourage support and interest from parents, carers and other family members. With your consent, we will include feedback from your family in our assessment of your support needs and keep regular contact with your family throughout your course.

This contact may be through phone calls, emails or meetings.

### **5. What support will there be for my overall wellbeing?**

Students have access to mentoring, pastoral support, sexual health information, and a Course Coordinator. Students with medical and personal care needs will meet with support staff to discuss these and make sure that the staff who need to know are made aware of what these are.

### **6. How will I know how well I am doing?**

Shipley College hold regular review weeks, usually the week before the end of each half term. You will have a review meeting with your Course Coordinator. If you work with a Learning Support Assistant (LSA) or Learning Coach, they too will contribute to this review. You will review your targets and set new ones.

### **7. How will you involve me in planning for my education?**

We will discuss your aspirations and wishes when planning your education with you. Your Course Coordinator will discuss your next steps and the College also offers impartial advice and guidance through Student Services. There will be a progression plan that records the progress that you are making and an action plan will identify what needs to be done next.

### **8. How will the learning and development provision be matched to my needs?**

The College will monitor, review and make changes to support if necessary. We will consider how effective we are being in promoting independence and helping you to progress. At times, we will review your study programme to make sure it will lead to a successful outcome.

### **9. How are Shipley College's resources allocated and matched to young people's additional learning needs?**

The College will use the funds it has available to provide appropriate support to all students who require it. This general support may include in class support, opportunities to attend study skills workshops, access to and help to use assistive technologies, and advice and guidance. This is often guided by information in a Learner's Education, Health & Care Plan (EHCP).

If you have had a lot of specialised support at school or have had a recent diagnosis where it is agreed that this will be necessary, the College is commissioned by local education authorities to provide support for students with high support needs. It is very important that you discuss this with the College early on before you intend to enrol, as we will need to talk to your local authority about your plans.

The Local Education Authority tends to allocate places in the October/ November of the academic year before so, for example, if you want to attend College in September 2021, College would like to discuss your plans with you in October 2020.

We realise that this is not always possible but you should contact the College as soon as you can and we will see what can be achieved.

### **10. What specialist skills and expertise are available at or accessed by the College?**

The College has expertise in the following areas:

- In-class support
- Mentoring
- Dyslexia and specific learning difficulties
- Modified and adapted curriculum from Entry 2 to Level 1
- Development of individual programmes of learning & support at all levels
- Communication support workers to provide support to deaf students who use British Sign Language (BSL)
- Support for learners with:
  - Visual Impairments
  - Physical/Mobility Issues
  - Mental Health Issues

## **Accessibility & Inclusion**

### **11. How accessible is the Shipley College environment?**

Most areas in the College are wheelchair accessible and the College has accessible toilet facilities in all of our main buildings. The College has a deaf alert system to alert deaf students in the case of an evacuation. The Jonathan Silver Building was purpose-built with facilities for students with learning and mobility difficulties.

## **Transitions**

### **12. How will you prepare me to join the College, transfer to a new college or the next stage of education or life?**

We will involve you in discussions and decisions concerning joining and progression within and after college. We will share information you have consented to share and our Careers Advisors, Mentors and Support Staff are available to assist transition.

To prepare you for college we may offer all or some of the following:

- Taster days at college
- Visit to your school by tutors and/or support staff to see you in your school environment
- Summer School

To prepare you for moving on from your course, we can work with you to help you make decisions about your next move. We can support you with completing application forms and interview practice, and with your consent, we will pass on information about your support needs to any new establishment.

We may arrange taster days again, and where necessary arrange a multi-disciplinary transition meeting to make sure any agencies who support you are working together to plan the next stage of your career.

### **Other information is available from:**

- Other sections of the College website.
- Student Services on 01274327281 for information on the courses available and general information about the College.
- Head of Learning Support, Lucy Veall - 01274 327260 - for more information about our provision for learners with Special Educational Needs & Disabilities.