

DEPARTMENT OF STUDENT SUPPORT INFORMATION FOR SEN 2014/15



DEPARTMENT OF STUDENT SUPPORT

ALPS - Learning Disabilities/
Difficulties & Medical conditions
inc: ADHD, Autism, Asperger's,
EBD, mental health, moderate
disability, physical disability, medical
conditions.

DYSLEXIA & SENSORY -
Dyslexia, dyscalculia, hearing impairment,
visual impairment

STUDENT SUCCESS
TEAM -
Careers, Progress Coach
Team, Student Union,
Enrichment

STUDENT
WELLBEING
- Safeguarding,
health & well-
being, counselling,
Looked after
Children, young
carers.

Team Leaders
Co-ordinators
Administrators
Learning Support Advisors
Care Officers
Support Workers

Team Leader
Co-ordinator
Administrator
Dyslexia Assessment Officers
Learning Workshop Advisors
Hearing and Visual Support Workers

Team Leader
Progress Coaches
SU Officer
Enrichment Officer

Safeguarding
Co-ordinators

LEARNING
SUPPORT
ADVISOR -
Works as key link
to curriculum
for ALS support
services. also
deals with initial
safeguarding
referrals.

ALPS SUPPORT
WORKERS -
Provide in class
and out of class
support for
students with
disabilities/
learning
difficulties.

DYSLEXIA
ASSESSMENT
OFFICERS
Assessment of
students for
dyslexic and
dyscalculia
needs inc
exam
concessions.

LEARNING
WORKSHOP
ADVISORS
- Provide 1:1
sessions and
small group
dyslexia
support.

HI & VI
SUPPORT
WORKERS
- Provide
support for
students
with a visual
or hearing
impairment

PROGRESS COACH
- Works with students
to remove barriers to
learning and improve
employability skills.
Refers to team
colleagues across dept
for range of support
needs

Counselling
Co-ordinator
Looked After
Child Coach
Counselling Team
Young Carers /
Young Parent
Coach

CONTACT INFORMATION



Here's some more information about the support we can offer and the numbers to call us on if you would like to talk to us:

ALPS Team - provides support for students with learning difficulties, disabilities e.g. medical conditions, ADHD, mental health, Autism, Asperger's, physical disability.

Team Leader	Dewsbury	Stuart Davies	ext 2899	
Co-ordinator	Dewsbury	Alison Clarkson	ext 2306	
Admin	Dewsbury	Kath Stevenson	ext 2300	or ALPSDC@kirkleescollege.ac.uk
Care Officer	Dewsbury	Yvonne Fox	ext 2241	

Team Leader	Huddersfield	David Sharp	ext 7542	
Co-ordinator	Huddersfield	Terry Philips	ext 7941	
Co-ordinator	Huddersfield	Marco Micic	ext 7950	
Admin	Huddersfield	Eve Holding	ext 7542	or 01484 437941 or ALPSHC@kirkleescollege.ac.uk
Care Officer	Huddersfield	Geoff Buckle	ext 7203	
Care Officer	Huddersfield	Deborah Heap	ext 7203	

Dyslexia and Sensory Support Team – provides support for students with dyslexia, dyscalculia, visual impairment, hearing impairment

Team Leader	Sue Warren	ext 7457	
Co-ordinator	Bev Kendall	ext 7457	
Admin	dyslexia.sensory@kirkleescollege.ac.uk		
Dyslexia Assessment Officers	Angie Knight	ext 2254	Mon & Thurs
	Loretta Morante-Rhodes	ext 2254	Wednesday
Learning Workshop Advisors (Dyslexia)	Janet New	ext 2365	Mon – Thurs
	Denise Burns	ext 2365	Tues – Fri
	Chris Thompson	ext 2365	Tues – Thurs
Visual Impairment contact		ext 7883	
Hearing Impairment contact		ext 2206	

CONTACTS



Headteacher/Principal	Peter McCann
Head of Student Support	Polly Harrow
Contact details: address	Kirklees College, Waterfront, Manchester Road, Huddersfield HD1 3HH
Email (admin)	Eve Holding, ALS administrative assistant Tel: 01484 437941 eholding@kirkleescollege.ac.uk Kathryn Stevenson, ALS administrative assistant Tel: 01924 465916 Ext 2300 kstevens@kirkleescollege.ac.uk
Email HoD Student Support	pharrow@kirkleescollege.ac.uk
Local Offer webpage link	Send your Local Offer web link to csa.admin@kirklees.gov.uk
Age range	All
Funding	EFA, SFA

CHILDREN'S AND YOUNG PEOPLE'S QUESTIONS



The College wants to help students achieve or exceed their qualification aims and develop to their full potential in employment or further or higher study. As well as providing an excellent quality of teaching we can also provide a range of general information, advisory and support services to meet student needs and remove barriers to achievement. These services include Careers Information, Advice and Guidance; progress coaching and personal counselling; Financial Support; Student Union and Enrichment; Health and well-being services; Information Literacy; learning resources and Learning Centres and Additional Learning Support.

Kirklees College wants to offer these opportunities to the widest range of young people and adults. All applicants and learners who have disabilities or learning difficulties are entitled to receive support they are assessed as needing. This support will enable such students to participate as fully as possible in college life and to complete their programmes of study successfully. College records show that students with Learning Difficulties or Disabilities are more likely to stay on their course and achieve their qualification, so we know our support works well.

Support is provided directly through reasonable adjustments in teaching and learning or through Additional Learning Support provision for FE students or Disability Support Allowance for HE students. The need for ALS/DSA may arise from a learning difficulty and/or disability, or from support required to access a progression opportunity or employment, or from literacy, numeracy or language support requirements. In addition, specific focus is given to students "at-risk" of not being retained or achieving through monitoring, support and referral by curriculum-based staff and Progress Coaches, Learning Support Advisors and Counsellors.

Safeguarding and Positive Behaviour procedures promote the well-being of students and ensure that the college actively promotes a culture of mutual respect and meets our duty-of-care responsibilities for vulnerable adults and children.

QUESTIONS YOU MAY WANT ANSWERS TO:



1. How will you know if I need extra help?

How do you identify young people with special educational needs (SEN)?

- We encourage all prospective students, or their parents or carers, to discuss their learning needs and aspirations with college staff prior to selection of their programme of study so we can identify appropriate learner support. You will have an opportunity to tell us about any learning difficulties/disabilities when you apply, or at enrolment, or at any time during your time at the College.
- Many young people are supported by a school teacher or careers adviser to help them get a place at college. These people should make sure that we get the right information about you, such as a Learning Difficulty Assessment or one of the new Education Care and Health Plans or school report or references.
- Sometimes we are able to identify support needs after we have worked with you for a while. We can then make sure that you get the right type of assessment so the college can put support in place.
- For higher education students, you should apply for the Disabled Students' Allowances when you apply through UCAS.

2. What should I do if I think I need extra help? How will I be able to raise any worries I may have?

- You should tell us on your application form and talk to your course tutor when you have your interview. We can arrange for you to have a support assessment before you start college so we can plan for your needs.
- A cross college team of Learning Support Advisors will provide support for students who have a learning difficulty and or disability and/or learners who require additional support as identified by College staff and refer to appropriate support services. You can speak to them or to your course tutor if you think there's something you haven't told us or we don't know about.
- In each department, there is a Progress Coach who can help you with any issues and make sure you are on track to succeed. You can tell your Progress Coach if you think you need some more help. They will probably be able to find someone who can help, either in college or outside.

3. How will my course work be organised to meet my individual needs?

a. What are your approaches to meet the different needs of those with a SEND?

b. How will that help me?

- Tutors can make what we call “reasonable adjustments” to meet your needs. This could include providing notes in large print or changing the way you complete an assignment so you can get the work done - without your disability making it more difficult for you than for the other students.
- You might have a support worker to help you and other students in the classroom or workshop. They will make sure you understand the teaching and what you are expected to do.
- Some students might have a support worker just for them. For instance, if you are deaf or have a visual impairment, you might need a communication support worker who can use BSL or can prepare documents in the way you need them (such as braille).
- We may be able to provide you with some equipment or software which can make it easier for you to do your work.
- Students who get support because of their learning difficulty or disability do just as well, and usually better, than other students on their courses

4. How will I be involved in planning for my needs and who will explain it and help me?

a. How will I be able to give my views and make them heard?

b. How will you support me to do this?

- We encourage all prospective students, or their parents or carers, to discuss their learning needs and aspirations with college staff prior to selection of their programme of study so we can identify appropriate learner support. You will have an opportunity to tell us about any learning difficulties/disabilities when you apply, or at enrolment, or at any time during your time at the College.
- You should have been involved in discussions at school about your progression into further education. This will have involved careers advisors and they will have had a conversation with you about what you want to do after college. If you have special educational needs, this should have involved you in developing an Education Health and Care Plan which the college is entitled to get a copy of.
- A cross college team of Learning Support Advisors will provide support for students who have a learning difficulty and/or disability and/or learners who require additional support as identified by College staff and refer to appropriate support services. You can speak to them or to your course tutor if you think there's something you need or something we don't know about.

5. Who will teach me self-help skills so I can do things for myself? Who will help me and what sorts of things are available?

- Your teachers and your support workers. The aim of the teaching and support is always to raise your level of independence.



6. What should I do if I am worried about something?

a. Who should I talk to?

b. How will you help me?

- Your teachers and your support workers will be your first point of contact if you need any help
- The Progress Coach team assists and supports students in overcoming barriers to progression and success. Students can be helped to manage personal, social or emotional difficulties and referred to external agencies able to provide specialist support and ensuring students have appropriate IAG to facilitate progression and employability.

7. How will I know if I am doing as well as I should?

- a. What opportunities will there be for me to discuss my progress with staff?
- b. How will you know how well I am doing?
- c. How will I know what progress I should be making?
- d. How will you explain how my learning is planned?
- e. How and when will I be involved in planning my education?

- You will have regular tutorials and sessions with your teacher and you both will agree what you need to do, and by when, so you are always kept on track. You will have formal reviews a couple of times a year
- All lessons have to be planned so that the teacher makes sure you understand and are learning the work. You will get feedback when you have done an assignment so you know how you could improve.
- Target setting, Progress Monitoring and tracking is recorded by the tutor through the electronic individual learning plan (e-ILP) and is focussed on setting realistic but challenging targets for success. The e-ILP is a central record of your learning journey and operates as a central communication point for all those working to make sure you succeed.
- Your departmental Progress Coach can give you extra guidance so you understand about what you can do after you finish the course and what you will need to achieve to be able to get a job or go on to further or higher study.

8. How can I get help if I am worried about things other than my course?

- a. What help and support is available?
- b. How will you help manage my medicines and personal care?
- c. What support is there to reduce the risk of exclusions and increasing attendance?
- d. What do you do to prevent bullying?

- The Progress Coach team assists and supports students in overcoming barriers to progression and success. Students can be helped to manage personal, social or emotional difficulties and referred to external agencies able to provide specialist support and ensuring students have appropriate IAG to facilitate progression and employability.
- Counselling is provided for students who are assessed as in-need to give interim therapeutic support to help them stay on their course and achieve.
- We have a specialist team of staff who look after personal care and medical requirements
- The college wishes to recognise and celebrate the achievements of our students to create an environment that rewards success. We like to focus on positive actions to change and improve behaviour rather than focussing on unacceptable actions, but we have a very clear disciplinary procedure which we use if students behave in ways which are unacceptable. We record these disciplinary actions and have very low number of disciplinaries for bullying.

9. Do staff have any specialist training to help young people who need extra help?

- a. What recent training and disability awareness have they had?
- b. Do you have any training or disability awareness planned?
- c. Are there specialist staff and what are their qualifications?
- d. How will this help me?

All the support teams have specialist staff who are dedicated to ensuring that everyone gets the same opportunity and assistance in their studies.

- dyslexia support and dyscalculia,
- support for students with some medical conditions,
- support for students with mental health conditions,
- support for students with mobility problems,
- support for students with Asperger's syndrome or autism,
- support for visual impaired/blind students,
- support for hearing impaired/deaf students,
- support with emotional behavioural issues,
- technological support specialist software,
- exam arrangements and concessions,

10. Can college staff get extra help from experts outside the college if they need to? (e.g. advice and training on medical conditions)

What other services are available for me including health, therapy and social care services?

- The Progress Coach team assists and supports students in overcoming barriers to progression and success. Students may be assisted to manage personal, social or emotional difficulties and referred to external agencies able to provide specialist support, e.g sexual health, careers guidance, substance misuse, well being, etc.
- Counselling is provided for students who are assessed as in-need to give interim therapeutic support to help them stay on their course and achieve.
- The Financial Support Team provides advice and guidance on financial matters and assists students to apply for any appropriate grants or funding that is available.

11. If I have difficulty in taking part in college activities what different arrangements can be made?

- a. How will I know who can help me?**
- b. Who can I talk to about getting involved in student activities where I might need extra help?**
- c. Will I be able to access activities and how will you help me to do so?**
- d. Is the building fully wheelchair accessible?**
- e. Are there disabled changing and toilet facilities?**

- Your teachers and your support workers will be your first point of contact if you need any help
- They will make sure you can take part in college activities in the same way they make sure you can participate in teaching and learning
- The college buildings are fully wheelchair accessible and meet all required access standards
- There are specialist facilities located within the Foundation Learning department and toilets for people with a disability are available throughout college buildings.

I am coming to college to prepare for employment – how will I be supported?

- How will I be prepared to move onto the next stage of my life including employment and life skills?
- Most courses include elements of work experience as an essential part of the programme.
- Tutorials will cover employability skills and careers guidance
- The Progress Coach team assists and supports students in overcoming barriers to progression and success and ensures students have appropriate IAG to help with progression and employability.