

## Hugh Baird College Local Offer Information

### Additional support for learners with special educational needs, learning difficulties and/or disabilities (SEND)

*The Children and Families Act 2014 requires Local Authorities to develop and maintain a 'Local Offer' of services for children and young people with special educational needs. This document provides necessary information about what additional support Hugh Baird College offers.*

College setting name and address	Telephone number/fax number	Email	Website
Hugh Baird College Balliol Road Bootle Merseyside L20 7EW	0151 353 4444	enquiries@hughbaird.ac.uk	<a href="http://www.hughbaird.ac.uk">www.hughbaird.ac.uk</a>

Name and contact details of college setting additional support lead
Jenny Quinn Learner Support Manager 0151 353 4444 ext. 5850 <a href="mailto:jenny.quinn@hughbaird.ac.uk">jenny.quinn@hughbaird.ac.uk</a>

Hugh Baird College prides itself on being an inclusive learning environment and having a supportive culture. Our mission is *"to inspire, challenge and transform lives."* Therefore, we welcome learners with a wide range of learning difficulties and/or disabilities (LDD) and strive to meet their individual needs.

The College provides courses and support for learners with a range of learning difficulties and/or disabilities but it is not a specialist LDD college. We support learners with LDD in every curriculum area, and at every level from pre-entry HE level. We also have a range of course designed specifically for learners with LDD in Foundation Learning.

The College has an extensive provision of courses in Further Education (FE) for young people 16-18 years old and those aged 19+.

We also offer provision for 14-16 year olds as full-time learners studying work-based qualifications and GCSEs.

The College also offers School Link provision.

Higher Education (HE) courses are also available offering a range of degrees.

### How do I let the College know I need additional support?

You can inform us in several ways:

- Application form (paper-based or online)

- During Interview Evenings (interview with course tutor)
- Enrolment form (should you not have disclosed this information on an application form)
- Contact the Learner Support department at any point before coming to college. We are based in room B148 of the Balliol building and can be contacted on 0151 353 4444 ext. 5800.
- Once at college, you can also tell your tutor and they can make a referral or you can also speak to us in person (details above).

### **Did you have a Statement of Special Educational Needs (SEN) at school?**

If so, Career Connect (formerly Connexions) will provide us with a copy of your Section 139a Learning Difficulty Assessment, which tells us about your support needs and how best to support your learning.

NB: They will only do this if you are coming to Hugh Baird College or shown an interest in a course here.

### **Do you have an Education, Health and Care Plan (EHCP)?**

Following a statutory assessment of your support needs, the local authority will propose Hugh Baird College's name to your EHCP. We will be provided with a draft and then be issued with a finalised copy which states the things the College has to support you with.

If you tell us about your needs before you come to college, we can ensure things are put in place for when you start your course.

### **What arrangements are in place for review meeting with learners with EHCPs?**

As required by the new statutory guidance, review meetings are held annually for those with additional needs to assess progress and discuss any concerns concerning the level of support detailed in the EHCP.

### **What if I do not have an 'official' diagnosis of a learning difficulty and/or disability?**

Around 700 learners every year declare a support requirement and their needs are assessed by members of the Learner Support department. However, if you do not have a Statement of SEN then do not worry as we can still support you and even help to obtain a diagnosis of dyslexia.

### **How can I obtain a diagnosis of dyslexia?**

If a learner has significant difficulties with their literacy skills, they can request further assessment by the Learner Support department which may subsequently lead to an Educational Psychologist assessment.

## Who will arrange support for me on my course?

At an Interview Evening, you can discuss your support requirements with Additional Support Lecturers (ASLs) who are qualified and experienced teachers working with learners who have learning difficulties and/or disabilities. They link to different departments within the College and provide a range of services including:

- Assessment of support needs (including arranging further specialist assessment)
- The organisation of in-class support with provision of Academic Support Workers
- Specialist one-to-one or small group teaching in a dedicated teaching and learning environment
- Provision of specialist software, technology and equipment and offer training to both learners and staff
- Liaising with course tutors and the Study Programme Coordinator
- Liaising with Student Services within the College as well as external support agencies

Additional Support Lecturer	Responsible for
Tania Hinde	Business Administration; Public Services; Sport; Occupational Studies; Childcare
Dot Lewis	Hair, Beauty & Media Make-up; Travel & Tourism; Floristry; Hospitality; Health & Social Care
David Nestorowicz	Construction; Creative Arts; Information Technology
Leanne Smith	Engineering; Learning for Life; English & Maths

Unlike some FE colleges, the ASLs do not arrange support solely for those with a particular type of learning difficulty/disability. Their role is to arrange the necessary support through subject area and complete a support plan with you. This will be regularly updated if your needs change and discuss this with you and your relevant tutors.

## Who can support me during lessons?

Academic Support Workers (ASWs) are assigned by the ASLs to work with learners based on their individual needs in lessons. Support can be provided on a one-to-one basis or for several learners in a class. They provide help in many ways including:

- Note-taking
- Simplify tutors' instructions
- Keep a learner on task and help with motivation
- Reading/spelling
- Practical assistance

## **Who can help me if I have a sensory impairment?**

We can provide you with a Communicator in British Sign Language (BSL) if you are D/deaf. The College can also provide one-to-one support for learners who are blind. We also offer inclusive technology like JAWS to enable a blind learner to access computers/laptops easily.

## **What happens if I need help in exams?**

Should you need extra support in exams, Learner Support can provide ASWs to act as readers, scribes and prompters. Normally, your former high school should forward on details of any previous access arrangements. Learners who do not have this evidence can still be assessed for eligibility and we can ensure support is put in place.

## **Can I get support for dyslexia?**

Hugh Baird College has recently received the British Dyslexia Foundation's Dyslexia-Friendly College status. We recognise the importance of working closely with learners who have dyslexia and have staff specifically trained to assess, teach and provide advice and guidance for both learners and tutors. Additional support can come in the form of in-class support, additional one-to-one teaching and further specialist tuition to develop learning strategies.

## **How will tutors be aware of my needs?**

Your link ASL will liaise with your course tutors to ensure the curriculum meets your needs. Relevant information is transferred to ProMonitor where tutors can gather details on your preferred learning style and use strategies that help you learn better.

Some of strategies learners most commonly request are as follows:

- Adapted learning materials (e.g., overlays, coloured paper, enlarged print)
- Copies of presentations/handouts issued to you in advance
- Dictaphones to record lectures to help with revision
- Additional time allocated to complete tasks
- Reassurance that you won't be asked to read aloud in class
- Time out breaks during lessons if you feel stressed or have difficulty concentrating
- Access arrangements in exams, such as extra time, a separate room, use of a reader, scribe, etc.

## **What type of specialist equipment is there?**

At Hugh Baird College we have a range of equipment and assistive technology to help make learning more accessible and increase learner independence. Our range of equipment includes:

- Toshiba laptops
- Coloured overlays
- Various types of portable magnifiers
- Braille

- Dictaphones
- JAWS
- Texthelp Read and Write 10 Gold
- Supernova
- Portable loop systems
- Height-adjustable desks
- Dragon Dictate
- MindView mindmapping software
- Indirect Dyslexia Learning
- Reading pens
- Large screen monitors
- Portable wipe boards
- Communication booklets/aids
- Large keyboards
- Specialist paper for tactile usage
- Talking calculators
- Rollerball mice and other adapted mice
- Pen grips
- SmartNav Natural Point software
- Phonak hearing aids and equipment
- Other assistive technology

NB: Discussions with your ASL are encouraged to see if any other resources are required.

### **How accessible are resources?**

Learner Support is a department dedicated to meeting the needs of young people with learning difficulties and/or disabilities. The Learner Support office is situated in B148 of the Balliol building and the ASLs provide their teaching in a specialist area on the ground floor, which enables suitable access for learners with mobility difficulties. The department offers several teaching/assessment rooms, including assistive technology adapted seating and signage that reflects aspects of SEN. Learner Support also provides learners with overlays, coloured paper, enlarged print and specialist materials upon request.

### **Where can I get support for care needs?**

Some of our students are particularly vulnerable, perhaps due to a more complex learning difficulty or disability. If you have care needs, Hugh Baird College can provide you with:

- Care Assistants outside of lessons to meet and greet you when you arrive at college. They will escort you to and from classrooms and be available at lunch and break times to reassure you, help you feel safe, interact with others, assist buying lunch, etc. They will also wait with you before your transportation arrives.
- Support for personal care, such as toileting those with physical needs. We have excellent adapted equipment like hoists and evacuation chairs.
- Medical care and storage of certain medication.
- Access to a quieter area.
- Support to help you communicate with others.

Care Assistants all wear black uniforms so they are identifiable.

NB: Relevant information is shared with other college staff to ensure everyone who works with you understands what they need to do to support you. The College understands the sensitivity of certain information so it can be kept confidential and only shared with your consent.

## **Further support with social skills**

Hugh Baird College is a fantastic place to meet people and make new friends. We know some learners have difficulty with this. Therefore, we have care staff on hand to reassure you and give assistance in between lessons. We can also work with Autism Initiatives if you have autism or similar difficulties to improve your communication skills and help to mentor you with the day-to-day demands of being a student. You will have a learning plan which sets out targets for you to work towards and boost your self-esteem.

## **What pastoral support is there?**

The College has recently been graded as 'Outstanding' when it comes to safeguarding learners. We have an excellent Student Services team responsible for your wellbeing whilst at college. They include:

- Retention and Progression Officers
- Health and Wellbeing Officer
- College Counsellor
- College Chaplain

Our priority is to ensure every student has a positive experience in college, and is able to stay on their course and achieve their goals. We set high standards and also offer a Learning Mentor for 14-16 provision to ensure behaviour is monitored, so where possible a learner stays in college and succeeds.

## **What training do the staff who support me have?**

Our ASLs have a wide range of qualifications associated with working with SEN, and undergo continuing professional development to ensure they are familiar with the latest advances in supporting students. In addition, we work with teaching staff to ensure they understand the specific needs of our individual students. We also deliver in-house training to teaching staff on strategies that can be adopted along with training in assistive technology.

Ongoing training programmes in safeguarding, health & safety, equality & diversity, etc. enable our support staff, as well as our teaching staff, provide an outstanding inclusive environment.

## **How will I be included in activities outside of the classroom including trips?**

Our ASLs work closely with teaching staff to ensure you are able to take part in college trips on your course. They arrange for the necessary academic and/or care support to be put in place and assist you on your trip. In addition, they will arrange accessible transportation, ensure the venue is accessible, organise accommodation and make all reasonable adjustments so you can participate fully in the activities.

## **How accessible is the College environment?**

Our buildings have excellent levels of accessibility. For instance, we have automatic doors, ramps and have several lifts to enable our learners to move around the buildings easily. We also regularly make adjustments to our buildings to meet the needs of students who plan to come to us in the future. The College also has coloured signage appropriate to those with dyslexia. Whilst in and out of college, you can access the website using BrowseAloud. BrowseAloud adds speech, reading and translation support to your website facilitating access and participation for those people with print disabilities, dyslexia, low literacy, mild visual impairments and those with English as a second language. If you have particular access requirements, please contact the Learner Support department.

## **How will my parents/carers know how I am doing?**

Parents/carers will be able to check your progress at college by speaking to your Study Programme Coordinator. They take responsibility in making sure you have a positive experience at college and support you if you have any problems. If there are issues with your attendance, behaviour or progress on your course, your Study Programme Coordinator will help you overcome these problems.

There are two Parents' Evening' and one 'Meet the Tutor' Evening throughout the academic year. Hugh Baird College also offers the Parent Portal which is a way to check a learner's progress and performance online.

## **How will my transition to and from the College be organised?**

Coming to a new environment is always challenging, so lots of preparation is required to help prepare you for the next stage of your education. We work closely with our partners in local schools and Sefton Council to identify those who need support with this. This support can include:

- Visiting the College and looking at our facilities, perhaps at a quiet time of the day.
- Meeting the teaching and support staff.
- Taking part in 'taster' activities ('Get on Course' days) to help you get comfortable with college.
- Planning the support you will need at college.

Once you are approaching the end of the course, we can support you with planning your next steps. This can include:

- Identifying another course for you to progress onto at Hugh Baird College.
- Passing information to another college/university if you are continuing your education elsewhere.
- Providing you with guidance about employment opportunities and supporting you to apply for jobs.
- Referring you to other agencies, such as Shaw Trust, Career Connect and Job Centre Plus to support you into employment or other training opportunities.

## **How are your resources allocated and matched to my needs?**

Further Education colleges are provided with funds for 16-18 year olds by the Education Funding Agency (EFA) and are also provided with a budget for 19+ by the Skills Funding Agency (SFA). Your individual needs will be assessed by one of our ASLs as detailed above. It is the responsibility of the Director of Student Experience to ensure we use our funding effectively to meet your individual needs.

If your needs are particularly complex, we may need to work with Sefton Council to identify additional 'High Needs' funding to cover these costs.

If you are studying on a HE course (e.g., a degree course), you will need to apply for Disabled Student Allowance (DSA) to fund the cost of your support. Further information can be found at <https://www.gov.uk/disabled-students-allowance-dsas/overview>

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DSA/SEN Coordinator  
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## **How is the decision made about what type and much support I will receive?**

You will meet your link ASL in Learner Support who will assess your needs and work with you to plan your support. This can involve discussion with your parents, carers or other professionals who work with you.

This support is reviewed at least twice a year and you will also have an opportunity to let us know how you are feeling through online student questionnaires and the Learner Support focus group. We will talk to you to see how you are doing and ask for feedback on staff who teach you. We will encourage you to become as independent as possible, but we aim to ensure you have enough support to reach your full potential.