



SEN and Disability

Local Offer: Sixth Forms and FE Colleges

Name: Nelson and Colne College

Setting number: 106753

College/Sixth Form Setting Name and Address	Nelson and Colne College		Telephone Number	01282 440200
	Scotland Road Nelson, Lancashire BB9 7YT		Website Address	www.nelson.ac.uk
Does the college/sixth form setting specialise in meeting the needs of young people with a particular type of LDD?		Yes	We have a network of specialist staff including learning support assistants, signers and a college nurse who are responsive to the diverse needs of students with moderate, profound and complex learning difficulties and/or disabilities. High levels of support is offered to students within SpLD spectrum (including dyspraxia, dysgraphia, ADHD and communication difficulties such as Asperger Syndrome.	
What age range of learners does the college/sixth form setting cater for?	16-19 19+			
Name and contact details of your college/sixth form setting Additional Learning Support lead	Leyanne Fitzmaurice Director of Learner Services Nelson and Colne College Scotland Road Nelson BB9 7YT			

We want to ensure that we keep your information up-to-date. To help us to do this, please provide the name and contact details of the person/role responsible for maintaining details of the Local Offer for your setting.

Name of Person and Job Title	Leyanne Fitzmaurice Director of Learner Services		
Contact telephone number	01282 440265	Email	I.fitzmaurice@nelson.ac.uk

Promoting Good Practice and Successes

The Local Offer will give your college/sixth form setting the opportunity to showcase any good practice you have around supporting learners with learning difficulties and/or disabilities to achieve their full potential. If you have any examples of good practice or success stories, we would encourage you to include these on your Local Offer web pages. For reasons of confidentiality, please do not include a learner's full name in any case studies you promote.

I confirm that our Local Offer has now been published on the college/sixth form setting website.

Please give the URL for the direct link to your college/sixth form setting Local Offer	Direct link: www.nelson.ac.uk/16-18/student-services/learning-support It is also available from the Policies page, under Equality and Diversity: www.nelson.ac.uk/about-us/policies-procedures		
Name	Leyanne Fitzmaurice	Date	January 2018

Please return the completed form by email to:
IDSS.SENDReforms@lancashire.gov.uk

Accessibility and Inclusion

At Nelson and Colne College, we pride ourselves on the comprehensive arrangements we have to support all our students. We are a friendly and an inclusive college where we aim to treat everyone individually, and give them access to all the support they need to be successful students. Our prime aim is to try to make sure that everyone reaches their full potential, whatever that may be.

Our bilingual staff are always on hand to facilitate communication with parents and families whose first language is not English.

You can find details of our location, campus, courses and the key policies and procedure on our website (alternative format can be made available on request). Please click the link below:

www.nelson.ac.uk

All courses are accessible to all students enabling everyone to participate. In the case of specialist equipment located in an area which may not be easily accessible for wheelchair users, we will make reasonable adjustments and make every effort to ensure participation of our students in the curriculum activities. All buildings have wheelchair access, all gradients comply with current legislation and all buildings are serviced by lifts (complying with Disability legislation). There are accessible toilets with full specification layouts including shower facilities, all have alarms. Also, we have changing facilities including bed, swivel seat and a hoist.

Any student who may require assistance to evacuate the building safely during an alarm must have a completed Personal Emergency Evacuation Plan (PEEP). This is a process to determine an individual's specific requirements and draw up an evacuation plan for them which may involve the use of evacuation chairs. All relevant members of the team are involved in the regular fire drills.

Some students need help with their personal care needs. We have trained support staff that can provide personal care duties. Many students, for various reasons, need supporting while waiting for their classes to start or while waiting to go home.

Also, students who are not independent travellers, our support staff will assist them to/from their pick up/drop off designated points in College. Those wishing to use their cars, accessible car parking is available using a free parking permit.

Some of our students need some help over lunchtime period. This can vary from helping someone collect their lunch to assistance with eating or personal care duties.

We are keen to further improve the use of assistive technology to meet the needs of our students, they have access to:

- Ipads/ various applications
- Laptops with dragon speak technology
- Text help - Read/write
- Portable hearing loop

Smart link radio aid for hearing impaired
Coloured overlays including software to change the screen to help reduce eye strain
dragon speak technology
Adjustable furniture
Specialist keyboards
Dictaphones

Study programmes

Nelson and Colne College Sixth Form has been judged as 'Outstanding' in two full inspections since 2005 and was awarded Beacon College status in 2006 - an award offered to the best colleges in the country, highlighting excellence, innovation and exceptional teaching and learning. Please click the link below for more details:

<https://www.nelson.ac.uk/about-us/our-results/>

We provide support for any student on a college provision who has an identified learning need that requires additional support to enable him/her to access an appropriate learning programme and successfully achieve their learning goals.

Learning Support has its own spacious study zone area well positioned in the heart of College's campus with easy access to the Learning Resource Centre and refectory. The Study Zone is a specifically designed study area for students to access additional support; students may be referred to the Study Zone by a tutor for regular study support sessions or alternatively they are free to drop in at the Study Zone for assistance or to work independently.

The types of Learning Support provided for students may include the provision of:

- Learning support assistants (LSAs) to provide in class support for groups or individuals with identified learning needs.
- Support with personal care, mobility and communication.
- Specialist teaching, including for students with specific learning difficulties, sensory or physical impairments.
- Study Support to provide additional support outside of class.

We provide direct support for learning to individual students, over and above that which is normally provided in a standard learning programme that leads to their learning goal. The need for learning support 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. Any learner requiring support will have an assessment by a learning support specialist to draw up a personalised support plan to meet individual need.

Depending on the assessment of need, Apprentices and Work Based Learners may be supported in their workplace, but arrangements will normally be made for their support to be provided at a College site.

We support learners outside the classroom with full time and part time 16-24, 19+ and 24+ including students with learning difficulties and/or disabilities and students with profound and multiple learning needs. We offer a range of support to help make sure individual students achieve their learning goals. The Learning Support team will work directly with tutors and students to respond to individual learning needs. We aim to make students independent as possible by negotiating a programme of support which meets the identified need of the student and makes best use of the available resources.

The Learning support team is a large team, consisting of a number of roles to provide effective Learning Support across College: Learning Services Manager, Team leader, an Administrator, Learning Support Assistants (LSAs), Communication and specialist tutors are available to respond to the diverse learning needs of students including specific learning difficulties - dyslexia, dyspraxia, dyscalculia and Asperger's syndrome.

Help and support includes:

- Support with English and Maths
- Subject specific support
- ESOL support workshops
- Screening for dyslexia and other hidden disabilities followed by 1-1 tutorials.
- Assessment of individual needs
- Multi-sensory support and tuition for individuals and groups
- Individual examination arrangements
- Excellent links with professional agencies
- Advice about progressing from college to university and the learning support available (including Disabled Students Allowance – DSA)

The Bridge Programme courses consist of the Skill group, Bridge 1 and Bridge 2 groups. Following an initial meeting and assessment students will enter College at the level appropriate to their needs.

The 'Skills for Integral Living' Course is aimed at people who have profound and complex learning difficulties. It is a full time course of up to two years, designed to help with the basic skills of everyday living. The course aims to develop social competence, to assist with cognitive skills and will development.

After you have completed the course you may choose to join the Bridge course at Entry Level 1.

The Bridge Course is aimed at people who have severe to moderate learning difficulties. It is a full time course of one year duration which is designed to be flexible to meet the needs of the individual achievement and raise their knowledge of basic life skills.

You will study in small groups and will have support to enable you to have access to whatever course of study is appropriate for you. You will follow an individual learning plan and a wide range of student support will be available throughout the programme. You will have tutorial support with termly reviews ensuring that you receive the right support for each stage of your college life.

For an overview of our full curriculum offer and to help with choosing the right course, please click the link below:

<https://www.nelson.ac.uk/16-18/>

Progress monitoring and review

We like to know more about our potential students before they arrive to commence their chosen study programme at the College. We liaise closely with Special Educational Needs Coordinators (SENCOs), Young People Service (YPS) and the adult transition team. We always encourage potential students and their parents/families to arrange individual college visits to meet with our friendly staff to discuss support needs and ask questions. We use these opportunities to review the needs of our students and plan how their progress will be reviewed and monitored.

Once the student starts at the college their progress is tracked monitored and reviews using a range of systems that has helped us deliver outstanding support.

All students are required to take initial assessments/screening in literacy and numeracy. Tutors are expected to take account of the assessment and diagnosis of the needs of individual learners in their lesson planning. Depending on the assessment of need, Apprentices and Work Based Learners may be supported in their workplace, but arrangements will normally be made for their support to be provided at a College site.

Safeguarding

The college has a Child and Vulnerable Adult Protection policy which is reviewed and updated on an annual basis. This is available on the college external website

which can be easily accessed by parents. Three members of the College Management Team have received Designated Safeguarding training. All college staff receive safeguarding training at induction and then receive updated training annually.

A safeguarding forum (Safeguarding and Welfare Manager, College Nurse, Safeguarding and Welfare Officers and the Safeguarding and Welfare Assistant) takes place on a weekly basis to discuss students who are potentially at risk and require support. Representation from Learning Support is sought as needed.

The visits policy has an individual risk assessment form for students with learning difficulties and disabilities. This is completed for all trips, visits and off-site activities.

Also, students who are not independent travellers, our support staff will assist them to/from their pick up/drop off designated points in College. Those wishing to use their cars, accessible car parking is available using a free parking permit.

Some of our students, in particular Skil and Bridge students, need some help over lunchtime period. This can vary from helping someone collect their lunch to assistance with eating or personal care duties. One to One support is also available if required. Risk assessments cover both individuals and activities and are carried out by specially trained staff.

Health (including Emotional Health and Wellbeing)

The college has an up to date medicines policy in place. The college part funds a NHS qualified nurse to work in college. The nurse offers one to one support to any students requiring support with health and wellbeing needs. The nurse works closely with additional learning support services to ensure students with health and wellbeing needs are identified and supported in college. The nurse works with the student, family and college staff to ensure health care plans are in place for young people with chronic and complex health needs. The nurse also provides training to staff on administration of medicines and awareness and management of health conditions and medical emergencies. There are also first aiders in college throughout the college day to deal with accidents and emergencies. The college nurse acts as a single point of contact for signposting and referral into other NHS and non NHS health and wellbeing services. There are clear referral pathways into, mental health, sexual health and drug and alcohol services. On site there is also a fully trained and experienced counsellor, who works with young people with emotional health difficulties. The college has a health and wellbeing policy.

Communication

Our staff are available on Open days; phone conversations take place via parents/school. Parents meetings may take place prior to student enrolment in preparation for starting college to ensure smooth transition. All the information gathered including Inclusion Plans are placed on a central system to be used by relevant staff.

The interview process gives parents/carers a chance to meet the staff responsible for their child and are given a direct access telephone number. Parents are kept updated with the progress of their son/daughter by telephone as well as through meetings and parents evenings.

Working together

As soon as we become aware of a need, we gather all the relevant information before students starts with us. We work closely with schools, Young People's Services and attend transition meetings where possible.

All students sign learner agreements and are a given a copy to share with their parents. Students are also given many opportunities to have their say in the delivery of services at the college. The student council, known as Student Voice includes an elected student representative for each course. Further opportunities are provided through focus groups and surveys. Parents are encouraged to discuss their child's progress via personal contact, telephone or email, as well as during parents' evenings. There are also opportunities for parents participate in the governance of the College.

What help and support is available for the family?

Student Services administer the 16-19 Bursary Fund and 19+ Discretionary Learner Support Fund. 16-18 year old applicants will receive information about financial support when they are invited to enrol. Support, advice and guidance on financial support are available through Student Services, including assistance with completing the relevant college funds. Support is available for free college meals, travel passes, essential kit and equipment based on student personal and financial circumstances. Any 16-18 students who are in the Care of the Local Authority, a Care Leaver or

receiving Income Support or in receipt of both Employment and Support Allowance and Disability Living Allowance, are directed to apply for a Guaranteed Study Bursary of up to £1200 per year.

Students aged 19 or over are invited for a pre-enrolment financial assessment. This is a 1:1 appointment (to which family members can also be involved) where an adviser will go through any financial support available to them.

Transition to and from College

We like to know more about our potential students before they arrive to commence their chosen study programme at the College. We liaise closely with professional agencies: Action for ASD, LCC employment officer, Special Educational Needs Coordinators (SENCOs), Young People Service (YPS) and the adult transition team.

We always encourage potential students and their parents/families to arrange individual college visits to meet with our friendly staff to discuss support needs and ask questions. We use these opportunities to review the needs of our students and plan how their progress will be reviewed and monitored

Progression routes are well established and include: catering, hairdressing, engineering, public services/sport, ICT, Childcare, business studies, catering. These routes are available from levels Entry level 3 (pre-GCSE) all the way up to level 3 (A-levels and equivalent).

Enrichment/Additionality

Student Services offers a full programme of enrichment at the College during term-time, with a particular focus on recreational sport and physical activity. Enrichment activities are offered outside the timetabled classes, including lunch times, gaps in timetables and after college. Activities range from football, dance and cricket to climbing, skiing, and fencing.

Activities have accessibility considerations as part of the planning process with reasonable adjustments included to minimise barriers to inclusion. Enrichment activities allow those students who feel more vulnerable or in need of support, to make friends in a friendly and informal atmosphere. Specific activities accessed by students with learning difficulties/disabilities have included Table Tennis, Skiing, Fencing and Climbing. There is no cost for the majority of Enrichment sessions; however a small nomination or contribution may be suggested for activities which include transportation to offsite facilities, or external facility hire. E.g. Climbing.

Students on Entry Level courses also access discrete enrichment sessions as a group of friends or with others from their course. With the support of their teachers, support workers and delivered by the College Sport Maker, sessions are based around teambuilding, and basic physical development, focussing games and activities on improving skills including balance and hand eye co-ordination.

