

# STANMORE COLLEGE



## College Disability Statement 2008-2009

Stanmore College Further Education Corporation (SFEC) is committed to ensuring that its resources serve the needs of the community. Every individual will be encouraged to enjoy a full academic and social life in a college which reflects the diversity and richness of the wider community. Temporary or permanent disability will not be a barrier.

SCFEC acknowledges its responsibility with regard to students with disabilities; it recognises that education is a right for all who can benefit from it and that it has a duty to ensure that people with a disability are not prevented from enjoying that right.



#### **The college will so far as is practicable and reasonable:**

- Make provision for a programme of continuing education and training opportunities for students with disabilities/learning difficulties/mental health problems.
- Include information about special facilities and resources in college prospectuses.
- Ensure that application forms allow disabled students to disclose information about their special needs so that facilities can be made available.
- Identify special difficulties arising from a student's particular disability as early as possible and take steps to resolve such difficulties.
- Accept that future employment prospects will not be a criteria when deciding upon admission.
- Undertake that, in mainstream provision, disabled applicants will be judged initially on academic criteria alone. The college will keep admission processes and selection criteria under review to ensure that students are selected on the basis of their relative merits and attributes.
- Allow a degree of flexibility on the part of the College in the application of normal admission criteria.
- Take the requirements of students with a disability into consideration when developing curricula and teaching methods.
- Include the special needs of disabled students within the college provision of educational, vocational and personal guidance.
- Include the special needs of disabled students in the in-service training programme available to all staff.
- Take account of the needs of people using College buildings who are disabled, in line with all current relevant legislation (The DDA 1995 as amended by SENDA DDA Act Part 4 and Part 5 (2005)).
- Take all practical steps to ensure safe access and working conditions on college premises, with wheelchair access to buildings properly identified.
- Take special care to provide access to essential study areas.
- Seek adequate financial support for this area of work from all appropriate sources.
- Assist disabled students in acquiring any aids which they may need to undertake their course of study.
- Promote and maintain contacts with other institutions concerned with the education of students with disabilities and/or learning difficulties/mental health problems.

Students with a disability will be treated as equal members of the College for whatever programme of study they may be registered.

Following acceptance of such a student on to one of its courses, Stanmore College Further Education Corporation acknowledges its duty to provide effective support for that student and to ensure that s/he be treated fairly and not be disadvantaged on account of any disability.

#### **Named Contacts**

**John Keenan**

**Director of Client Services**

**Tel No: 0208 420 7717**

**Helen Richards**

**Inclusion Manager**

**Tel No: 0208 420 7852**

**Donella Maidment**

**Special Needs**

**Administrative Coordinator**

**Tel No: 0208 420 7813**

The College Disability Statement is up-dated annually by October 15. If you would like to make any comments and/or recommendations, please contact Helen Richards, Inclusion Manager.

## The Application Process 2007-2008

Parents and students are invited to attend the College Open Evening on the 13th November 2008 to ask about courses which are best suited to students with learning difficulties and/or disabilities/mental health problems.

- A preliminary visit for you, your parents and teachers can be arranged with the Inclusion Manager, Helen Richards, to view the site and have an initial meeting with subject tutors. Your careers officer and/or any other professional working with you such as your social worker or occupational therapist is welcome to come with you.
- An assessment visit can be made to your school or home by a member of the Learning Support Team.
- You then complete the application form indicating that you have a disability and the nature of any support you may need.
- You will then be invited to come for an interview to meet the course tutor/manager and if possible the Inclusion Manager, Helen Richards. At the interview the demands/suitability of the chosen course can be discussed and the accessibility of teaching rooms can be tested. Details will be taken of any special equipment/welfare/help/learning support you require to enable you to undertake the course. Communicators/signers can be provided for students who have a hearing impairment.
- An offer letter is then sent by the Sixth Form College's administrative assistant
- Once the acceptance slip has been received, the Learning Support Team will carry out research on your behalf and, with your consent, build up a picture of your needs.
- Transport will be arranged with the relevant Education Authority where appropriate.
- During the enrolment process members of the Learning Support team will be available to guide you through the administrative procedures.
- You will be given a Learning Agreement which outlines the additional support which is to be provided.
- You will follow the induction process, with your tutor group, accompanied where appropriate by a Learning Support Assistant.
- You will be issued with a key for the lifts if you need one. You must be accompanied when using the lift, for health and safety reasons.
- All students will receive a student handbook which includes College policies and procedures. This can be reproduced in large print/braille on request.

## Academic Support

You will be given a Learning Agreement which will outline the estimated level of support at the start of your course. This will be reviewed termly and adapted as necessary.

In-class support and one-to-one tutorials can be provided.

If you have a hearing/sight impairment a notetaker/reader/communicator/signer can be provided for in-class support. Note takers are also available for those who need them/ students with dyslexia/physical disabilities.

Study Plus provides general learning support in literacy/communication skills and numeracy.

Help with accessing computer technology is available in the Learning Centre. One-to-one in class support can be provided to support people with serious mental health problems.

Careers interviews will be arranged with the Connexions Adviser, Heather Miekle to discuss progression and the options available to you.

Help is provided with the application process to Higher Education. Visits can be arranged to Higher Education Institutions and liaison is undertaken with the relevant support agencies in Higher Education. Help will be provided with the completion of UCAS forms, applications for LEA Assessments of student eligibility for fees and loans and the application for the Disabled Students' Allowance (if required).

Work experience will be organised by the Work Experience Co-ordinator, Nisha Malde. Every care is taken to ensure students follow the most appropriate work experience placement.

Welfare support workers undergo training in necessary skills and have a First Aid qualification which is updated every three years.

Support for hearing impaired students is provided by trained signers/communicators.

## Training and Development

There is an on-going programme of in-service training for all staff. Recent staff development activities have included BSL Level 1 and working with students with sight/ hearing impairment. Staff development in the future will continue to look at disabilities individually and the educational implications of these disabilities.

## Equipment

There are some laptop computers available for loan to students for the duration of their course as well as spell-checkers. In Student Services there are 6 computers with large screens and software specifically designed for students with visual impairments.

## Arrangements for Resolving Problems

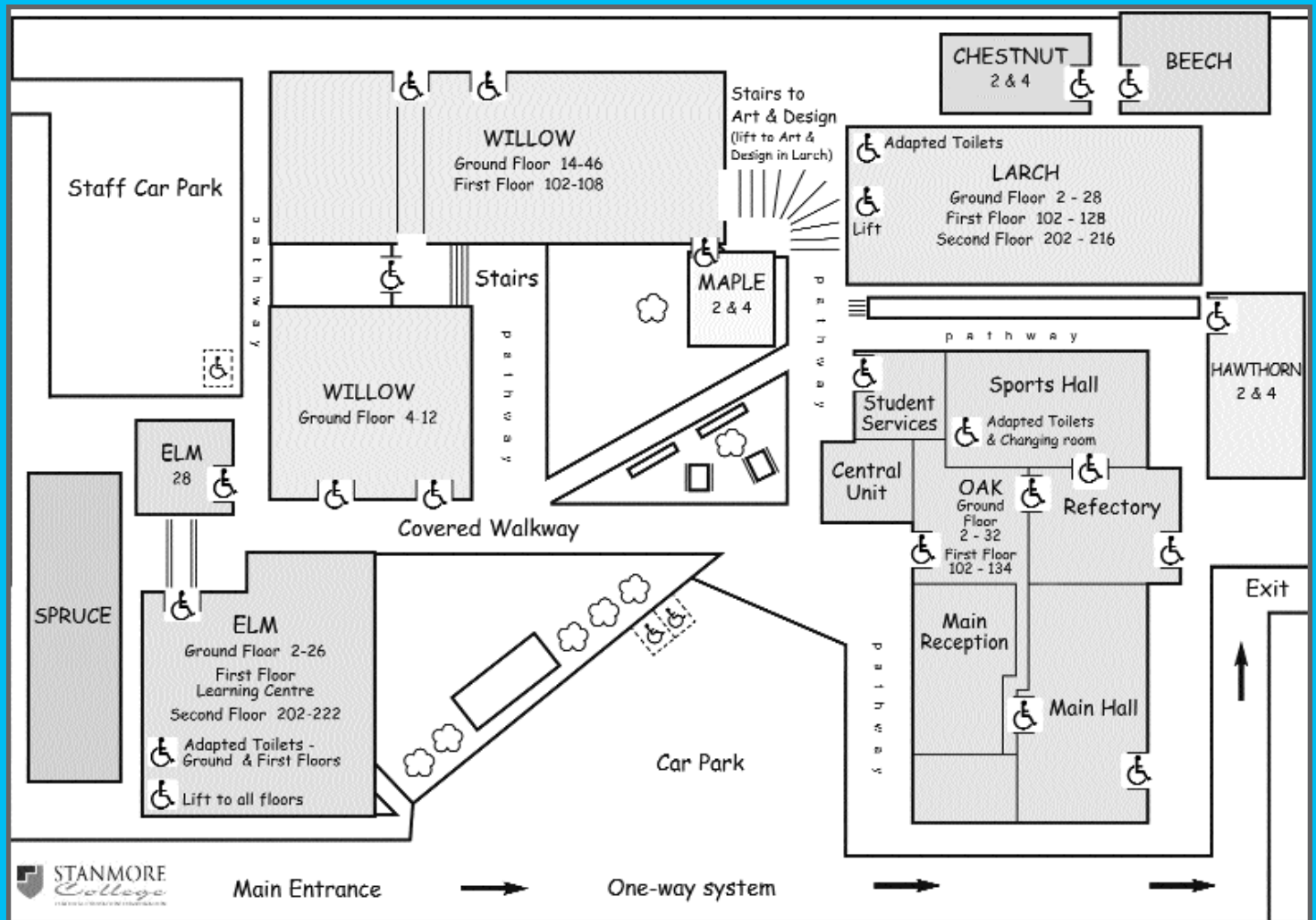
Any difficulties or problems with support or with the student's academic programme should be raised first of all with Helen Richards. Matters will be investigated promptly. If necessary the problem will be referred to the Vice Principal and/or the Deputy Principal, David Knowles.

A number of these procedures are clearly outlined in the College Charter which is included in the student handbook.

## Special Arrangements during Examinations, Tests and Assessments

Extra time, rest periods, the use of a scribe/reader or a word processor are some of the concessions granted to students at the written request of the College on the production of supporting evidence of the student's difficulties

- A separate examination room and an invigilator can be provided if required.
- The Learning Support team will liaise with the Examinations Officer to organise special considerations and the arrangements for examinations/assessments.
- For students with dyslexia/specific learning difficulties, assessments can be arranged through Student Services and a report prepared.
- Enlarged copies of examination papers can be requested for students who have a visual impairment
- A scribe/reader can be provided for students with disabilities.



## Additional Support

- Large print copies of work can be provided via Student Services. Some material can be produced in Braille if this is known in advance
- The taping of parts of text books can also be provided for students where appropriate
- There is a selection of audio books to loan to students
- A counselling service is provided for students. Appointments can be arranged in Student Services
- Advice regarding benefits and welfare and application to LSF is available by appointment
- The Learning Centre has two computer workstations which can be adjusted for students in wheelchairs. There are four more available in Student Services.

## Building and Facilities

The College has installed lifts in Willow, Elm, Larch and Oak buildings to provide access to the upper floors of the buildings. Students with difficulties which affect their mobility will be given relevant lift keys for the duration of their course.

Evacuation chairs and trained staff are distributed throughout the College for use in an emergency. For students who are unable to transfer to an evacuation chair, classes can be relocated to a ground floor classroom providing the tutors know in advance.

There are toilets adapted for the use of students with a disability. These are located in Elm Building, Oak Building, Larch Building and the Learning Centre (see site map above).

The College has a medical room which is located near the Sports Hall in Oak Building.

There are accessible parking bays near the main reception.

Automatic doors have been installed at the main entrance, the entrance to Student Services and the Refectory.

If a student with a disability needs to go off-site as part of his/her course Student Services will liaise with the student's local authority transport services to organise transport or an alternative arrangement will be made.

The college has a room where students can be assisted with their personal care needs. This room has a hoist and an adjustable bed.

**If you require any further information please contact Helen Richards on 0208 420 7852.**