



Disability Statement 2014/2015



Disability Statement 2014 – 2015

Facilities

Full wheelchair access
Disabled toilets
Specialist ICT facilities & equipment
Assessment for specific learning difficulties
Learning support, note-takers and amanuenses
Support is available for students with diabetes, dyslexia, autism, dyspraxia, epilepsy and other disabilities.

Specialist facilities and support for students and staff at the Sixth Form College

The College has a policy whereby all students with a physical or learning disability are taught in mainstream classes but are offered additional support appropriate to their needs so that they can participate fully in College activities.

With regard to staff, the College is positive about disability and is committed to interviewing any applicant who meets the short listing criteria.

We believe in equality of opportunity and inclusivity, the recognition of individual potential and in providing all students and staff with access to a full range of learning experiences across the curriculum and in employment opportunities.

The Single Equalities Policy is available electronically on the college website. Our aim is to cater for the individual needs of all members of the College.

Common Questions

Will I be able to access the College accommodation?

The college building is fully compliant with the latest DDA specifications.

There is disabled toilet provision on all floors and designated parking for disabled drivers or their transport at the College. There are automatic doors at the college entrances.

Will my teachers understand my needs?

All staff receive regular training to enable them to understand the needs of students with disabilities or special requirements. You will agree your individual requirements with learner support staff and it is important that you discuss any problems that may arise as soon as possible so action can be taken immediately in response to your needs.

Your Progress Coach will be your first point of contact but all staff are there to offer appropriate support.

Disabled staff will arrange their support needs with their line managers.

What specialist facilities will be available?

We are able to provide a range of ICT specialist facilities and equipment including computers, specialist software, dictaphones and spellcheckers. Contact Anne Haskins (Student Services Area) for help with this.

Please note that an Insurance Certificate will be required for long-term loan of specialist equipment.

Through partnership with Staffordshire ASSIST (Assessment and Support to Sensory Impaired Students and Trainees) we are able to provide specialist support for the hearing and visually impaired members of the College.

Can I get medical support?

Numerous members of staff hold the First Aid at Work qualification. North Staffordshire Hospital Trust is close by should there be more serious emergencies. In emergencies we call for an ambulance with paramedics to attend members of the college.

Additional needs can be discussed at interview with the College staff.

What about food?

The College caterers provide a range of snacks and meals including vegetarian options. If you have very special diet requirements, then please inform us at interview and we will be able to advise you. Any dietary needs can usually be accommodated, however you need to inform us of your needs.

Admission for students with a learning disability

We welcome applications from students with learning difficulties or disabilities and aim to make the transition from school to college as smooth as possible. The College has considerable expertise in supporting students with a range of physical, sensory and learning difficulties. Every student has individual needs and you are welcome to telephone the college to talk to Kate Howard (Student Services Coordinator) or Anne Haskins (Dyslexic Specialist Teacher) about your requirements before making an application for admission. Large type copies of documents are available on request

You can access the college website on www.stokesfc.ac.uk.

Students with learning difficulties and disabilities are encouraged to make an appointment to arrange a preliminary visit and to attend open evenings. We ask students requiring support to tick the special box provided on the College application form so a pre-entry interview can be arranged for you to tell us about your requirements.

We encourage students to be completely open about their needs and to supply as much information as possible so we can respond to their **individual needs** in the best way possible. You are welcome to bring a friend, carer or parent to all visits or course discussions. Please let us know beforehand of any special arrangements you wish us to make.

Initial enquiries, requests for information or an applications pack should be made to:

City of Stoke on Trent Sixth Form College, Leek Road, Stoke on Trent, ST4 2RU or Telephone 01782 848736 Fax 01782 747456

Special Exam Provision for Students with a Disability/Learning Difficulty

How will I cope with my exams?

You may be eligible for access arrangements which will give you additional support during your exams. However, we must point out that this will depend on your application being accepted by the examination boards and you will need to provide appropriate medical evidence or an up-to-date assessment.

Access Arrangements may include:

Up to 25% extra time
Specially prepared exam papers, e.g. modified paper, coloured paper etc
Readers and scribes
Use of a laptop
Supervised rest breaks
Separate invigilation

It is extremely important that you speak to Anne Haskins and Claire Gaygan if you feel you are entitled to any special provision or have previously had access arrangements in school. We will then send an application on your behalf. This process may take some time and we cannot guarantee any additional exam support until we receive confirmation from the exam boards that your application has been approved.

Finance

Students may be eligible for Bursary payments - enquire at the Bursary helpdesk in the Student Services Area.

Literacy support including help for students whose first language is not English

All students can access literacy support via an English level 2 course or subject based academic tutorials.

Language support is also offered to students when English is not their first language. The support is on an individual basis and tailored to suit the particular needs of each student. It takes place outside the normal classroom but focuses on the courses the student is studying and includes:

- essay drafting, planning and organising
- grammar and sentence structure
- expanding vocabulary and spelling
- specific subject vocabulary
- problems of translation into English
- reading comprehension: text books, examination and coursework questions

- listening comprehension
- note taking and following instructions
- spoken English, class contributions and presentations
- building confidence

Maths support

This is provided to students taking a level one or two course. The support is tailored to each individual and is aimed at providing help to enable you to achieve.

Academic Support

Additional support with your studies may be gained from an Accelerated Learning Coach. These are ex-students who are either studying at University or have obtained their degree. Speak to your teacher, if you would like to access this service.

The Support Team

Claire Gaygan – Head of Student Services

Room G28 in the Student Services Area

Kate Howard – Student Services Coordinator

Room G26 in the Student Services Area

Diane Gimbert – Progress Coach (Inclusion)

Room G26 in the Student Services Area

Anne Haskins - Specialist Dyslexia / Literacy Support Teacher

Student Services Area

Gill Griffiths – Counsellor

Room G45.

Make an appointment in the Student Services Area or the postbox outside G45

Julie Calcott – Examinations Officer

Room G3 Finance & Operations Office

Pat Plant – Finance Manager (Support Staff Co-ordinator)

Room G3 Finance & Operations Office

Careers & Progression Team – Careers Service Personal Advisors

Student Services Area

Carol Pointon – Bursary Support

Student Services Area

Educational Assessments are carried out as required. The College also provides a confidential and professional counselling service, crisis management and welfare provision to help students cope with any special problems by a member of staff qualified to do so - ask at the Faculty Helpdesk.

Every effort will be made to make your time at the College happy, enjoyable and successful.