



**SEN and Disability**

**Local Offer: Sixth Forms and FE Colleges**

**Name of College: Preston's College**

**Setting number: 108623**

## Introduction

Preston's College offers high quality support for learners, from entry level to higher education. We have a strong vocational heritage and pride ourselves on supporting learners to develop their skills for employment, higher education and adulthood.

We have a whole college approach to ensure that every learner is supported to meet their full potential. This is achieved through skilled classroom teachers, pastoral care and experienced learning support teams.

All learners are supported to meet realistic and meaningful aspirations. At Preston's college we pride ourselves on our commitment to making this happen.

The following information highlights the range of support that can be provided to our learners:

<b>College name and address</b>	<b>Preston's College</b>		<b>Telephone Number</b>	<b>01772 225000</b>
	<b>St Vincent's Road</b>		<b>Website Address</b>	<b>www.preston.ac.uk</b>
	<b>Fulwood</b>			
	<b>PRESTON</b>			
	<b>PR2 8UR</b>			
<b>Does the College provide specialist support?</b>	<b>No</b>	<b>Yes</b>	<b>Details:</b> Preston's College has a dedicated SEND team of over 60+ staff who form part of the Learner Support Team.	
		<b>yes</b>		
<b>What age range of learners does the college/sixth form setting cater for?</b>	There is limited provision at 14-16. Our main provision is for learners aged 16+.			
<b>Additional Learning Support contact/Person responsible for maintaining the Local Offer</b>	<b>Kat Fawcett</b> <b>Assistant Head of Learner Support (SEND)</b> <b>Email:kfawcett@preston.ac.uk</b> <b>Telephone: 01772 225328</b>			

## Accessibility and Inclusion

### Our campus and facilities

At Preston's college we are proud to offer user friendly and accessible buildings across the whole campus. Preston's college provides access for wheelchair users as well as fully accessible toilets, including specialist hoist and changing tables. Lift access across the campus allows accessibility to all those who have difficulty with stairs or who use a wheelchair.

Evacuation chairs are provided in each building. A Personal Evacuation Plan (PEEP) and risk assessment is provided to learners who require one this is carried out by experienced member of our team. Sensitive timetabling for students who have accessibility requirements is standard practise at the college and where possible students who use wheelchairs use ground floor rooms. We ensure that reasonable adjustments are made for all learners with mobility difficulties.

Visitors, students and staff are permitted to park on college campus, disabled parking bays are available on both carparks. In addition have a loop system in operation for learners with sensory loss.

A range of catering facilities are available on site giving learners a choice of environments and food / drink. All college catering facilities offer a range of foods that cater for dietary requirements. In addition learners who require a special diet can meet with the catering team and retail services who will provide advice and information.

Improving accessibility for all and providing an environment which is, as far as possible, suitable for staff and learners' needs is an utmost priority for the College.

### Information

Information about the college, courses and full range of support facilities is available on Preston's College website : <https://www.preston.ac.uk/>

College's policies, procedures are available in alternative formats and languages on request e.g., large text/font, Audio, Braille and different languages.

### Accessible learning

Learners who require assistive technologies are assessed by our experienced Learning Support Coach team. Following this assessment and taking into account EHC plans, medical conditions and information disclosed on enrolment: we will recommend and provide suitable, cost effective equipment to assist and remove barriers to learning.

The college has a range of assistive technologies including specialist software, magnification tools, overlays, CCTV/Zoom text cameras, adjustable furniture and equipment.

Laptops, ipads and kindles are available to students on an identified need/loan basis.

Preston's college has two spacious Learning Zones that provide a wide variety of resources available including books, e-books, journals and magazines. Learners can book out individual and small group study rooms and access a silent space. In addition there is a 19+ dedicated student learning space.

## Study Programmes

### Study Programmes

At Preston's college we offer an extensive range of vocational and apprenticeship courses from Entry level to L4. As well as a growing HE provision. Learners are placed on appropriate level study programme to support progression taking into account diagnostic levels, GCSE results, interview and previous experience and training. A great starting point for anyone interested in joining Preston's College is to attend an open Event to talk to staff about courses and see the facilities on our campus.

We're passionate about the courses we provide these range from vocational courses, apprenticeships, ESOL programmes and 14-16 opportunities. We offer learners the opportunity to develop technical skills, with experienced and industry based tutors, in a specific subject area of their choice. With excellent links to industry and work experience opportunities for our learners we endeavour to provide all learners with employability and study skills to help them progress into adulthood. In addition to this we provide and embed maths and English skills across the curriculum. All learners receive pastoral care with 1:1 meetings to ensure progression and success.

Higher Skills are offered at the college and we work in partnership with the University of Central Lancashire and University of Derby offering Foundation Degrees and HNDs. All HE learners who have disclosed a learning difficulty / disability or a medical condition that affects their learning must complete an application to the Disabled Learners' Allowance in order for support to be implemented.

For further information about all of our courses please read the college prospectus or go to our website: [www.preston.ac.uk](http://www.preston.ac.uk)

Our transition team are available to assist and support the progression from school into college; they can arrange bespoke taster sessions and college tours as well as attend EHCP reviews for a smooth transition into college.

### Learner Support

The purpose of additional support is to reduce barriers and increase independence in both learning and life so that transition into continuing education, employment and adulthood can be approached with confidence. It is recognised that some learners may need additional support to reduce barriers to learning and develop strategies to foster their independence. Should this be the case learners can access our experienced Learner Support team. We consider learners' needs including EHC plans, history of support, medical conditions and diagnosed disabilities and to implement meaningful support.

The college adopts an inclusive approach to learning, offering good teaching which is differentiated to take account of individual requirements. Reasonable adjustments are embedded within the classroom to ensure learners fully access the curriculum and including the assessment / exam process. Assessments are carried out for all learners who disclose and require Exam Access Arrangements.

Some students may have significant, complex and high levels of need and their learning and support is provided by the local authority in the form of an EHCP. Education Health and Care Plans outline the level of support required for an individual including specialist teaching, therapy and support needs.

At Preston's college we are committed to ensuring that learners who have an Educational Health and Care Plan or disclose a support need have appropriate levels of support. This includes support from a Learning Support Assistant (for all classroom based support, assistance with meet and greets, lunch time support, classroom support and strategies) Learning support Coach (offering study skills workshops, mentoring, academic assignment writing and revision techniques.) We have a team of Communication Support Workers (CSWs) who are qualified to at least Level 3 in British Sign Language. CSWs provide BSL support throughout all aspects of college life for our D/deaf learners.

Where appropriate we hire a Teacher for D/Deaf is a specialist who works with learners who are D/deaf or Hard of Hearing. In addition to a teacher for Visually Impaired learners, Speech and Language Therapists and Occupational health therapists. The SEND Team, as outlined above, advocates strategy development with our learners to foster progress and positive outcomes into adulthood..

Our skills-based delivery is designed to ensure that all learners develop those skills they need to live a successful, independent life after leaving Preston's College. This is outlined in teaching, learning and assessment strategies and is supplemented by SMART skills targets on Pro-Monitor, group profiles for every group and support plans for those with specific learning needs.

#### **Support from external agencies- place under health**

The College currently provides access to the following external agencies on site:

- Addaction – a confidential service for young people to offer advice and guidance relating to alcohol and drug use.
- Minds Matter - a frontline NHS support service implementing therapeutic treatment options for people suffering with common mental health difficulties

Other agencies are accessed as required e.g. Disability Equality North West, Children/Adult Social Care, Miller Care, Occupational Health Practitioners, Speech and Language Specialists, Youth Offending Team, RNIB, Probation Service, Dieticians, Epilepsy Nurses, Abbott Nurses and Barnados.

For Looked After Children/Care Leavers the Student Services Manager is the main point of contact, and provides ongoing monitoring of the young person's performance. The Student Services Manager will work with the young person and any appropriate external agencies to ensure that the young person receives the appropriate support prior to enrolment, on entry and during their time at the College. This includes access to the Learner Support Fund - Bursary Scheme and any other of our support services.

## Progress Monitoring and Review

For learners still in school, the Transition Team attend the reviews on request, to enable the sharing of information and to help plan appropriate transition arrangements to support the smooth transfer from school to College.

The Learner Support team co-ordinates the review process for Education, Health and Care Plans for learners within College and hosts the meetings at the College. The Learner support team work with the Local Authority to ensure that the annual review of the Plan is undertaken in line with SEND Code of Practice and that parents / carers, appropriate professionals and, most importantly, the young person is at the heart of the process. During reviews and throughout the year support staff agree specific targets with the learner around strategies and skills development, to support their inclusion and promote their independence. These are regularly reviewed and updated . They are also used to inform the Education Health and Care Plan review meeting.

For learners without an EHC Plan, their support requirements will be identified by the Transition Team undertaking the Learner Support Initial Assessment. Further assessments may be carried out, often within the classroom setting and appropriate support is put in place.

The College's progress and review systems will be applied to all learners. In addition learners in receipt of Learner Support (but without an EHC Plan) will be reviewed three times a year to ensure that the support provided meets their requirements and continues to foster their independence where this is applicable.

### **Monitoring and reviewing systems**

ProMonitor is our online learner monitoring and information sharing system that is utilised across the College. It also houses the learner's individual learning plan. Through the Markbook facility, assessment schedules and grades are captured and shared. Through its sister site, ProPortal, secure access is given to learners and parents/guardians, allowing them to keep 'real time' track of progress.

All learners have access to a student manager who conducts regular reviews, tutorials and promote professional behaviours. In addition to the three progress reviews, Parents' Evenings (including a Welcome Evening) take place twice a year service.

## Safeguarding

At Preston's College we are committed to Safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share its commitment. All college staff (including volunteers) complete Safeguarding and E-safety training every year which is overseen by the Designated Senior Person for Safeguarding.

The Designated Senior Person for Safeguarding (DSP) and the Lead Designated Person for Safeguarding undertake bi annual refresher training provided by the Lancashire County Council Safeguarding Unit. The wider Safeguarding Team undertake enhanced training. The DSP is also required to undertake inter agency training to ensure that we fulfil our obligations as required by the Working Together to Safeguard Children 2013 Guidance.

The College's Safeguarding Policy is updated annually and available on the website and the electronic handbook.

### **Assessing risk**

The Estates, Health and Safety Manager is responsible for the collection of all planning checklists for offsite trips and visits. Risk assessments are conducted to assess and prevent dangerous situations from occurring. Individual risk assessments are also implemented for learners who declare a medication condition or learning difficulty or disability. This information is shared with staff on a need to know basis.

## **Health (including Emotional Health and Wellbeing)**

### **College Policy on safe storage and administration of medication**

The college operates an Administering Medicines Guidance & Procedures which is based on the DFE Managing Medicines in Schools 2014. The day to day responsibility for this rests with the Assistant Head Learner Support (SEND) and the Health and Safety Manager. This details how we store, administer and train staff in the administration and safe storage of medication and how this also relates to onsite activities and trip/enrichment activities and is available on our website.

### **In the event of a medical emergency**

First Aid information is part of the standard college induction programme. In the event of a medical emergency a qualified first aider is contacted. The college has a team of trained first aiders. All incidents are recorded using the College's dedicated reporting form. Where risks have been identified, additional specialised training to deal with these situations may also be necessary, along with additional equipment.

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The College currently provides access to the following external agencies on site:

- Addaction
- Minds Matter
- Sexual Health nurse

The Counselling Service provides professional and experienced counsellors who support referred learners by listening to them and helping them to explore ways to cope and resolve their difficulties.

The Welfare Team are based in Student Services and offer a confidential, non-judgemental service to assist learners with:

- Grant information
- Homelessness / housing advice
- Benefit advice
- Form completion
- Domestic violence
- Childcare subsidy
- Council tax certificates
- Lunch voucher eligibility
- Any other welfare / external agencies related issues

The College has access to a number of Bursary funds aimed at supporting learners with specific financial difficulties which may prevent them from taking part in learning.



## Communication

Learners are assigned a Student Manager, who is their first port of call for parents and learners. They have the responsibility to oversee their welfare and to monitor personal academic progress. Each learner has 1:1 tutorial sessions with their Student Manager, equipping them with action plans and realistic targets to help them achieve their college goals.

Parent's evenings also take place twice a year and provide the perfect opportunity to discuss any concerns. That said, regular email, telephone and face to face contact can be requested and maintained with the Achievement Tutor. ProPortal offers another vehicle by which parents can keep abreast of progress.

## Working together

### **Learner Agreements**

A Learner Agreement is signed as part of the enrolment process. The College Code of Conduct is available in the electronic Learner Handbook and local specific codes of conduct are generated, agreed and signed as part of the induction process.

During the Welcome Parents' Evening in September, parents are made familiar with the College's expectations and asked to agree to support them.

### **Learner Voice opportunities – learners 'having their say'**

Learner representatives meet termly at our Learner Voice events. This is an opportunity for learners to raise ideas, concerns and to make positive changes within the college. The college also has a Student Council, made up of learners who have been voted for by the learners. They meet with Governors four times a year and attend the Student Governor Forum. We conduct surveys to collate feedback of their college experience, this includes induction and end of year surveys.

Each learner has a Student Manager, who conduct one to one reviews throughout the year. Those learners who have an Education, Health and Care Plan will also have an annual review of the plan to which parents / carers and appropriate professionals are invited.

The Complaints and Compliments Policy, which is communicated in the Learner Handbook and on the College website, provides a more formal mechanism through which learners can have their say.

Feedback from parents is always welcome. Parents are invited to our welcome and parents evenings. They can also access reports regarding their child via proportal. Learners must give consent for parents to access this.

## Support and help available

### Help Completing Forms

Some parents/carers/learners may need assistance when completing forms. This can be made available by approaching our student service team and our student managers.

### Bursary fund

The college bursary fund can be accessed by making an application with the college welfare team. Bursary funding can provide financial help with the cost of equipment, uniforms, travel, lunch and childcare.

For further information please contact our welfare team on 01772 225656.

### Travel

Transport to and from college is the responsibility of the learner/parent/carer. If the learner is not an independent traveller then this would need to be arranged in consultation with the local authority.

The college commissions a number of direct and local bus routes which are accessed by the purchase of a termly bus pass which is highly subsidised by the college. For further information on the current rates for the bus pass please refer to the college website.

The Student Services team provide information, advice and guidance to learners in relation to:

- Grant information
- Benefits advice
- Money Issues
- Housing
- Homelessness/Housing advice
- Form filling
- Childcare subsidy
- Council Tax certificates
- Luncheon vouchers/free school meals
- Breakfast vouchers

## Transition to and from College

The College has excellent relationships with schools and liaises with key members of staff in mainstream and Special Schools e.g. SENCO, careers teachers, YPS advisers, Social Workers, YOT, and other Support Agencies to support the transition to the College.

Our Transition Team attend EHCP reviews and, with your permission, utilise the transitional information (e.g. SEN statements, Education Health and Care Plan, Transition Reviews, school reports detailing current curriculum levels, Section 139A, Care Plans, medical information) provided by the school, young person, their parents / carers and any other appropriate organisations to inform an individual transition programme..

Our Transition Team offer the following provision to ensure that learners have a positive and smooth transition to college :

- Attending Year 10/Year 11 reviews within school
- Familiarisation visits
- Tours of the campus/curriculum area
- Parent and learner transitional meetings
- Meetings and liaison with curriculum staff
- Taster sessions within curriculum areas
- Enrolment Support

The college will support learners progressing to Higher Education with their UCAS application and application for Disabled Learners' Allowances (DSA) where applicable. Our curriculum programmes ensure that all learners develop CVs, Personal Statements, applications, interview techniques and references.

Our Careers team organise careers events and trips to Higher Education Institutions The Zone houses an up to date job vacancy board.

We have partnered with Lancashire County Council to deliver our Supported Internship programme. Following an application and interview successful, candidates will attend Lancashire County Council and access three work placements. All activities are lead and supported by college teams to ensure that learners have positive and successful outcomes. This programme provides real work and employment progression.

## Enrichment

Preston's College offers an eclectic range of enrichment activities designed to engage learners and give them a positive holistic college experience.

All learners can access daily lunch time activities in the chill zone, including table football, table tennis and pool. The college gym gives learners the opportunity to exercise and lead a healthy lifestyle. The college also hosts a range of enrichment activities including rock climbing, self-defence, football and pottery.

Learning zones offer space for learners to access computers, books, magazines and quiet study spaces.

We hold successful fresher's fair events and thematic weeks throughout the year. Thematic weeks have specific focus and guest speakers covering topics such as relationships, health and safeguarding.

The common room allows those learners who feel more vulnerable or in need of support, to make friends in a friendly informal environment, during lunch and break times. The learner support team also run games clubs and facilitate its own football team that plays at events across Lancashire.

College trips and residential visits take place throughout the year and accessibility considerations are always part of the planning process.