

LOCAL OFFER GODALMING COLLEGE 2014-2015

| | Questions | College Response |
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| 1. | <p>How does the college know if young people need extra help and what should I do if I think the young person may have special educational needs?</p> | <ul style="list-style-type: none"> • Before you come to college and during enrolment we will discuss with you the type of support you will need. The type and amount of support given varies according to your individual needs. • If you have high needs we should receive from your school or Pathfinder, a Moving On Plan with a copy of your Statement or Education, Health and Care Plan. • We see all students with learning or other needs at enrolment for a confidential interview. • At enrolment all students complete an online questionnaire where they can disclose any learning or other needs. All students complete a simple online literacy assessment and a piece of free writing during enrolment or the first week of college. Once you have started college we may also conduct further assessment to ensure we are supporting you effectively and for any exam arrangements you may need such as extra time, use of computer, a reader etc. • If you or your parents think you may have learning or other needs you should contact the Learning Support Manager. You may also contact your Personal or Senior Tutor, your teachers or any of the Learning Support team who will refer your concerns to the Learning Support Manager. Someone from the Learning Support team will then be in contact with you to discuss your needs. Assessment and/or support will then be put in place if necessary. |
| 2. | <p>How will college staff support me/the young person?</p> | <ul style="list-style-type: none"> • We will ask for your consent for information about any learning or other needs to be passed on to your teachers. Once you have agreed we will let your teachers know your strengths as well as any specific needs. We will suggest strategies to your teachers that will help you succeed on your chosen courses. • Some students at college require full-time support in all lessons and during their private study sessions. Most students at college do not need this level of support. Depending on your level of need you may require 1-1 or group support sessions or access to Drop In Learning or Mentoring Support. This will be discussed with you at enrolment or when requested by you, your parents or a member of staff. |

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| 3. | How will the curriculum be matched to the young person's needs? | <ul style="list-style-type: none"> • It is important you choose the appropriate courses at college that match your abilities and interests. You should choose courses you good at and enjoy. You will be helped to do this during your course advice session before you come to college. • Teaching staff will be aware of any needs that may affect your learning and where appropriate differentiate the curriculum to support your learning. All departments provide online resources; these are particularly helpful, allowing you to access lesson and course information outside the classroom. |
| 4. | How will both you and I know how the young person is doing and how will you help me to support the young person's learning? | <ul style="list-style-type: none"> • If you have high needs you will be given a key worker or mentor who will let you know how you are progressing and will liaise with your teachers. The Learning Support Manager will also review your progress and conduct your Statement/Education, Health and Care Plan Reviews. • All students also have regular 1-1 discussions with teaching staff as well as written reports and parent evenings twice a year. • There will be regular communication with you and your parents as appropriate to ensure you have a good experience at college and succeed on your courses. |
| 5. | What support will there be for the young person's overall well-being? | <ul style="list-style-type: none"> • Godalming College aims to support all students to ensure their well-being. Every student has a Personal Tutor and a Senior Tutor. Tutor sessions are held every week and your tutor will have regular 1-1 discussions with you and you can contact them at any time if you have any concerns. • You may also be allocated a mentor who is another person who will ensure you are coping well at college. This type of support varies according to need; some students are in contact with their mentor daily or weekly, others less often. • College counsellors are also available to support you at college. They support a very wide range of students with all kinds of needs. Any student may contact them directly or via Learning/Mentoring Support for an appointment and regular meetings can be arranged as required. • Students usually manage their own medication but sometimes medication is kept at reception. We have members of staff who are first aid trained and procedures to cope with any medical emergencies. If necessary we will do a Risk Assessment with you to ensure we meet your needs. • Any personal care is discussed with you prior to your enrolment at college and the appropriate people employed to meet your needs. Where at all possible personal care is kept separate from any other support you may need at college. The people supporting you in class or during study sessions are unlikely to provide any personal care you may need. We have developed this way of working based on the views of students we have previously supported at college who preferred this approach. |

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| 6. | <p>What specialist services and expertise are available at or accessed by the college?</p> | <ul style="list-style-type: none"> • We have qualified specialist teachers who support students with Dyslexia and other Specific Learning Needs such as Dyspraxia, ADHD/ADD. We have qualified specialist ESOL teachers for students who do not have English as their first language. We also have a team of experienced Learning Support Facilitators available to support students in class, for 1-1 study sessions or drop in study support. • We support and mentor students who have ASD (Autistic Spectrum Disorder/Asperger’s Syndrome or similar difficulties) and mental health needs. We also have trained Counsellors at college. • We use a variety of external specialist support services when necessary, these include the Physical and Sensory Advisory Support Services for students with physical and /or hearing or visual needs. In the past we have also used the Treloar’s mobile assessment team to ensure we have accurately assessed students with a range of needs and to plan appropriate support. • We also have staff who are qualified to assess students for exam arrangements and for specific learning needs such as Dyslexia. Occasionally, we refer students with more complex specific learning needs for a full psychological assessment. |
| 7. | <p>What training are the staff supporting young people with SEND had or are having?</p> | <ul style="list-style-type: none"> • Learning support staff have regular training in specific areas of need. All teaching and other college staff have regular inset training sessions that include disability awareness and how to support students with learning and other needs. |
| 8. | <p>How will the young person be included in activities outside the classroom including school trips?</p> | <ul style="list-style-type: none"> • You should be able to access all activities in college and we will make sure you are able to attend any college trips and provide support where necessary. • We will plan with you and, if necessary, your parents and support staff the best way to enable you to take part in any activity or trip. |

9. How accessible is the college environment?

- Wheelchair users: the site is fully wheelchair accessible. For health and safety reasons we prefer students in a wheelchair to be on the ground floor or on higher floors where there is an evacu-lift available. Currently we have three evacu-lifts, which can be used in a fire or other emergency. Although we have lifts to other areas these are not evacu-lifts so for health and safety reasons we do not recommend their use by wheelchair users. This has not restricted wheelchair users in the past; if necessary we relocate classes to ensure you can attend your chosen subject. You will be able to access all social spaces and the ILC (Independent Learning Centre which includes the Library with extensive computer facilities, the Learning Support Department, Silent Study Area and Study Support Centre)
- We have disabled toilets throughout the college. We also have one specifically adapted room, which can be used for personal care, this room has a toilet, sink and bed with hoist.
- Visual Environment: Steps and other hazards such as poles are indicated clearly to enable students with a visual impairment to navigate around college more easily. Any specific issues are dealt with individually to ensure any student with a visual impairment is able to access college and their lessons.
- Auditory Environment: Any specific issues are dealt with individually to ensure any student with a hearing impairment is able to access college and their lessons. We also have protocols for leaving the building in the case of an emergency.
- Communicating with students/parents whose first language is not English: For students our specialist ESOL teachers ensure information is communicated to students and parents.

10. How will the college prepare and support the young person to join the college, transfer to a new college or the next stage of education and life?

- You will be able to attend College Open Evenings in the autumn and summer terms. During these Open Evenings you will be able to meet and talk to teachers from different subjects as well as finding out more about student life at Godalming College. You can also meet with a member of the Learning Support team to discuss your needs and any concerns you may have about coming to college.
- When you fill in your application we encourage you to let us know of any learning or other needs so we can prepare for your transition to college. You will then come to a Course Advice Session where you will be able to discuss your courses and any needs.
- We will contact you and your parents if you have a high level of need (this includes any student with a Statement or Education, Health and Care Plan). With help from your Pathfinder and previous school we will ensure we have talked to you and your parents about your needs before you come to college. We will, where at all possible, attend any Statement Reviews at your school when invited.
- You will be invited to one of our 'Going to Godalming Days' in the summer term of Year 11. This will give you the opportunity of going to taster sessions in your chosen subjects. If necessary we will provide support for you on this day.
- We will also arrange individual visits if you have high/complex needs where you are able to discuss your needs in more detail. Some students, particularly those with ASD and others who find change difficult, need to visit college to get used to their new surroundings to help with transition.
- You will receive transition advice about continuing education, training or work from our Careers Department and through your tutorial programme. We will also ensure advice is given according to your specific needs, requirements and interests.
- If you need more specialist advice and support the Learning Support Manager will arrange this. If you have a Statement/Education, Health and Care Plan we will review this with you every year; keeping in mind your hopes and aspirations for your future life after college.

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| <p>11.</p> | <p>How are the college's resources allocated and matched to young people's special educational needs?</p> | <ul style="list-style-type: none"> • Most of the support we provide at college is funded through an allocation provided by the government which is based on a formula; this is not directly related to the needs of our students. We use this funding to support students based on their priority of need. • If you have high level/complex needs you may also have additional funding from the Local Authority where you live. Surrey County Council will provide this funding if you live in Surrey. The college will apply for this funding based on discussions with you, your parents, your previous school and your Pathfinder. Before we apply for this funding we will decide on the level of support you will need to be successful at college. This funding enables us to provide appropriate support for you and may include, individual support in class, 1-1 learning and/or mentoring sessions, personal care and any equipment or specialist support you may require. |
| <p>12.</p> | <p>How is the decision made about what type and how much support the young person will receive?</p> | <ul style="list-style-type: none"> • The type and amount of support provided will depend on your history of need, your current needs and any assessments completed at college or, where appropriate, from outside agencies. • We will then arrange the support you will require to be successful on your chosen courses. • If you have a Statement or Education, Health and Care plan the amount of support recommended will be included in your Statement and in your Moving On Plan. |
| <p>13.</p> | <p>How are parents involved in the college? How can I be involved?</p> | <ul style="list-style-type: none"> • We aim to involve all students in planning their own learning and any support they may need. We also welcome your parents' involvement and we are keen to work as a team to ensure the appropriate support is in place to enable you to be successful at college. • As well as parents evenings you and your parents may also contact your personal or senior tutor as well as your teachers. You may also contact the Learning Support Manager. |
| <p>14.</p> | <p>Who can I contact for further information?</p> | <ul style="list-style-type: none"> • Your first point of contact is the Learning Support Manager • When you are at college you may also contact your Personal Tutor, Senior Tutor or member of the Learning Support team. • You may also contact the Assistant Principal – Student and Staff Development |