

BEXHILL COLLEGE LOCAL OFFER

INTRODUCTION

Moving from school to college is a step towards the world of work and/or greater independence.

It is an exciting time but we understand that you and your young person may feel anxious about the change. We know that parents, carers and young people often have questions about how colleges can support them. Local colleges have looked at the most common questions we are asked and provided answers below. If you have questions that are not listed below, please telephone the College and we will be happy to answer them.

It may help you to know that there are a few main differences between college and school:

- A full-time programme at college may be less than five days a week and the times may vary.
- Funding for colleges is different from the way that schools are funded and may also vary between different types of colleges. Because of these differences, it may be that some of the support given to a young person at college will not be the same as it was in school.
- College is not just about delivering education and training, it is also about helping young people progress into adulthood by developing their personal, social and employability skills and encouraging greater independence.

If you have any questions that are not answered below or you would like to discuss any of the answers, please get in touch and we will be happy to talk to you.

1. How does the college know if young people need extra help and what should I do if I think my young person/young person may have special educational needs?

- Through contact with a parent/carer/school. Additionally for those with more complex needs: Contact by other professionals involved with the young person, and/or the SEN planning and review process.
- Through information given on the application form, reference from the school and at the guidance interview.
- All students will have a form of initial assessment. At any point in the year, concerns can be raised with personal tutors or the Learning Support team by the parent/carer or the young person.

2. How will college staff support my young person?

- The Student Services Manager and the Study Centre Manager will oversee and plan the appropriate programme and will ensure sufficient study support hours are added to your young person's timetable. Where one-to-one support is indicated on the Education, Health and Care Plan, appropriate provision will be added to the student's education programme.

- The level of support need and hours provided each week would be discussed with the young person and the parents/carers before the start of the programme; this will be reviewed during the annual EHCP Review meeting.
- All our Additional Learning Needs provision is reviewed each year by staff, students and parents to ensure that we are most appropriately meeting the needs of the student.

3. How will the curriculum be matched to my young person's needs?

- The curriculum offer includes a range of courses and pathways to suit the needs and aspirations of individual learners. Initial advice and guidance is available to help in the making of appropriate choices.
- Differentiation, meaning that tasks are adapted to suit the needs of the individual, enables support for students who need it and provides greater challenge for high achieving students.
- Modifications to the curriculum will be made, where possible and appropriate, so that the curriculum meets the additional learning support needs of the students.
- All tutors are expected to plan for differentiation in all their lessons to provide appropriate stretch and challenge for all our learners.
- Any additional learning support clearly addresses the individual needs of each student.
- Other reasonable adjustments can be made on an individual basis including assessment arrangements. Please contact the college to discuss.

4. How will both you and I know how my young person is doing and how will you help me to support my young person's learning?

- All students will have an Individual Learning Plan; this records targets and progress and is visible on the Parent Portal.
- Each provider has a range of reporting processes which involve parents/carers and learners. These include subject reviews, parents'/carers' consultation events and regular progress reports.
- Parents/carers of students under the age of 18, and over 18 (where the student has given permission) will be contacted if there are any concerns.
- If parents are concerned about their young person's progress, they are invited to contact the college at any time.
- Homework is set and marked regularly with useful developmental feedback for students.
- Subject progress is reviewed twice a year with the students.
- Progress reports are sent home to parents four times a year.

- Parents'/carers' consultation evenings take place in the Autumn and Spring terms.
- Information about student progress and attendance is available on the Parent Portal; all parents/carers are encouraged to make use of this information facility.
- Personal tutors are the first point of contact for any queries from parents/carers and they will be happy to discuss progress and concerns with them. Personal tutors can be contacted by email; contact details are published on the Parent Portal.
- We offer a parents'/carers' Higher Education (HE) Forum twice a year and a parents'/carers' Careers Information Evening once a year. Parents'/carers' are encouraged to attend to obtain relevant information about the HE process and the key issues regarding finding employment.

5. What support will there be for my young person's overall well-being?

- We have a range of staff who are available to support your young person's time at college. This can include personal tutors, course tutors, mentors and counselling services, additional support teams, safeguarding officers and attendance monitoring.
- Where an assessed medical/care need is identified, a meeting will be arranged as part of the initial assessment process to ensure all relevant information is shared. A risk assessment (including Personal Evacuation Plans) will also be completed and will inform the application process and planning for the young person's needs.
- All colleges have a Behaviour Policy that is applicable to all students.

6. What specialist services and expertise are available at or accessed by the college?

- A range of services are available for young people, and college staff can signpost these services.

7. What training have staff supporting young people with SEND/ learning difficulties and/or disabilities (LDD) had or are having?

- All staff at the College are trained in Health and Safety, Equality and Diversity and Safeguarding.
- A range of training sessions is offered at the College for teaching and support staff throughout the year and they can attend external training.
- Specific training is organised as needed.
- Expert help and advice is sought where necessary.

8. How will my young person be included in activities outside the classroom including school trips?

- All activities, both inside and outside the classroom, and where reasonably possible, take into account the individual needs of students. The help of parents/carers is sought to ensure the special needs of their young person is supported.

9. How accessible is the college environment?

- Equipment and facilities to support young people with specific needs will be explored on a case-by-case basis.
- The Estates Team at College monitors the site to ensure that the facilities are accessible for all young people with or without a disability.

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

- There is a range of opportunities for potential students that include Open Evening events, taster days, transition days and College visits.
- The Additional Learning Support Team is happy to see any parent/carers and student prior to them making an application to Bexhill College.
- All applicants are invited to an advisory interview between January and March in Year 11. This is when the student's programme and individual needs will be discussed. All students who require extra support will be interviewed by the Student Services Manager who will discuss their support needs with them. The College will subsequently make contact with the feeder school to access any additional information to help with both the transition to the new setting and an on-going programme of support. Where relevant, further information is sought from and provided by the East Sussex County Council ISEND service.
- The Additional Support Team are happy to attend any review meeting held in school in Years 10 and 11.
- A 'New Parents' Evening' is held every July.

11. How are the college's resources allocated and matched to young people's special educational needs?

- Allocation of resources is arranged on an individual basis according to need, enabling young people to achieve alongside their peers. Students with a high level of need will be assessed and a bespoke programme of support put in place.

12. How is the decision made about what type and how much support my young person will receive?

- The decision about type and how much support a young person is given is made on an individual basis, according to their needs and support identified through an EHCP Plan, along with our initial assessment and any other relevant information.

- The view of the young person and their parents/carers is central to this process. Information will also be requested from relevant staff in the College.
- The College will regularly monitor the student's progress to assess the impact the support is having and identify whether any appropriate adjustments are necessary.

13. How are parents involved in the college? How can I be involved?

- Parents/carers are encouraged to maintain regular, formal and informal contact, with the College and the student's personal tutor. The College values this contact and involvement in decision-making as it ensures that student's changing needs are appropriately met during their College career.
- Many opportunities exist for parents/carers to discuss their young person's progress, and parents are welcome to request a meeting at any time throughout the year.

14. Who can I contact for further information?

For existing students, the first point of contact would be the personal tutor or the Study Centre Manager.

For prospective students the first point of contact would be the Study Centre Manager at Bexhill College.

The contact details for the Study Centre Team are:

Email: studycentre@bexhillcollege.ac.uk

Tel: 01424 214545 ext 1108

This offer is accurate now, but services are regularly reviewed and could change. All information will be updated as soon as possible to reflect any new service offer.

AN INVITE FOR FEEDBACK

This offer is intended to give you clear, accurate and accessible information.

If you would like to comment on the content of the offer, or make suggestions to improve the information, please email: studycentre@bexhillcollege.ac.uk