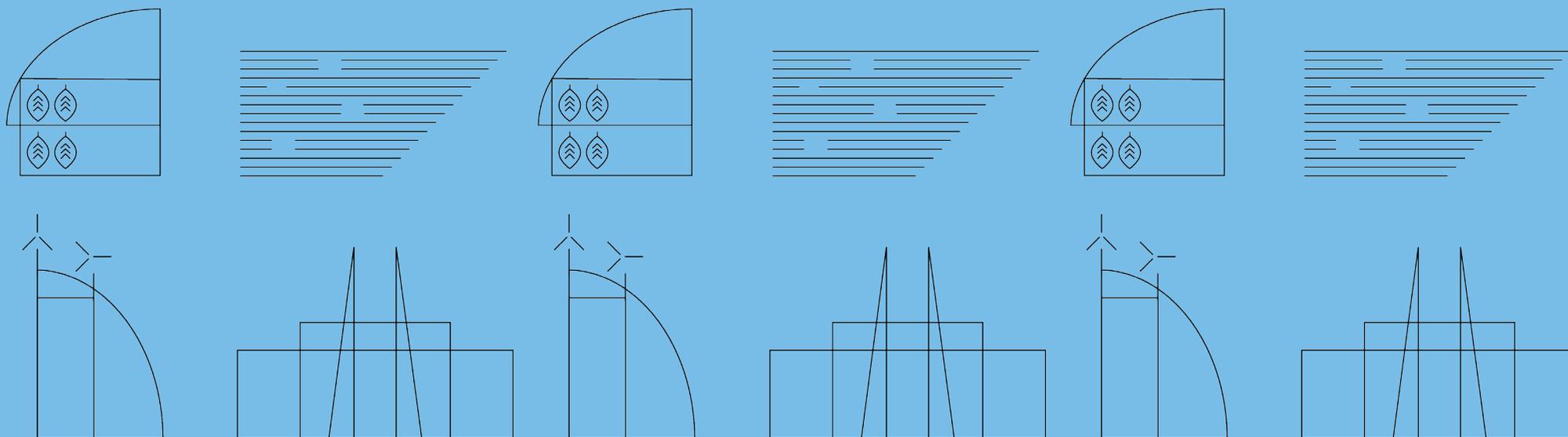


# Special Educational Needs and Disabilities (SEND) Support



# Welcome

## Dear Student and Parent/Carer

- Each year approximately half of all school leavers in Sheffield apply to study at The Sheffield College. Our students come to us from every secondary school and every special school in the city.
- The College has a history of providing high quality and specialist support. We take pride in the fact that we serve such a diverse range of learners.
- The support is personal to each student and staff are always available to discuss individual circumstances. We welcome all enquiries; please see the contact information at the rear of this guide.
- Planning ahead helps students decide on their next steps, this is a key part of all our programmes. We aim to give all our students the skills to progress into employment.

We hope to welcome you to The Sheffield College soon.

*Heather Smith - Principal, The Sheffield College*

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# Who does The Sheffield College support?



The Sheffield College supports students with the following additional needs:

- Physical or mobility impairments.
- Visual or hearing impairments.
- Communication and learning difficulties.
- Dyslexia, dyspraxia, dyscalculia.
- Autism and Asperger syndrome.
- Medical conditions such as epilepsy, diabetes and heart disease.
- Mental health difficulties such as depression.

We have an extensive team of qualified and experienced specialists to support students with:

- Physical access.
- Personal care.
- Adapting course materials.
- Specialist equipment and resources.
- Specialist provisions.

The support offered to each student will be personalised according to need. Our SEND Coordinators will be available to discuss support needs. See back page for contact information.

# Students with an Education, Health and Care Plan (up to age 25)

Recent reforms relating to young people with Special Educational Needs and Disabilities were introduced in the Children and Families Act 2014. The reforms mean that the key services in a young person's life - education, health and social care must work together more than ever before. The young person will work with those who support him/her to identify a number of 'outcomes' that will make a real difference to improving his/her life in the future.

If you have an Education, Health and Care plan and feel that The Sheffield College is the right place for you, we aim to support you every step of the way.

Each school in Sheffield will be linked with one of our SEND Coordinators. This means you will have a named person who can help you through the application process and make sure that your progression is as smooth as possible. This could include;

- Attendance at annual reviews held in school.
- Arranging access to Information, Advice and Guidance about the provision at The Sheffield College.
- Arranging experience of The Sheffield College environment (e.g. visits or tasters).
- Working alongside you and the people who support you to make sure you get the right help.
- Liaising with professionals in education, health and care to meet your support needs.

For more information go to [www.sheffield.gov.uk/localoffer](http://www.sheffield.gov.uk/localoffer)

## A new experience

College can look and feel very different from school. It is natural for students to be anxious about how they will manage in the new environment. Many schools undertake group visits or taster courses at our campuses to help students see what the College is like. The best thing to do is to come and meet us, have a look around and discuss your support needs with staff at The Sheffield College. To arrange your one-to-one simply contact The Sheffield College (see back page).

# How does The Sheffield College help with my transition from school?

We work in partnership with schools to support student transition into The Sheffield College environment. Your school could help you apply to The Sheffield College for a suitable course. Once you have applied and indicated that you have a support need, we will contact you and your school for more information.

It will help your transition if we have as much information as possible in advance of you starting college, for example health, education or learning assessments/reports. These could come from you, your parent/carers and your school. This information helps us work with you to plan the support we need to put in place. Specialist staff will work with you to create your Individualised Support Plan. We will also ensure we consider any access requirements.

## What assistive/adaptive technology is available?

Assistive/adaptive technology is the modification of an existing technology or the creation of a new one that allows access to everyone, despite any disability, to carry out day-to-day activities. Assistive technology is aimed especially at these groups; visually impaired, specific learning difficulties, mobility impaired, deaf or hard of hearing and those with restricted access or inability to use a keyboard or standard mouse.

SEND Technical Consultants are based at the City and Hillsborough campuses, providing a wide range of assistive/adaptive technology. They also provide advice, training and support enabling students and staff with specific requirements to make effective use of information technology.

The College has a number of assistive technology systems to enable students with disabilities to carry out their studies and achieve their educational goals. All PC's available to students on-site have a range of assistive technology software, most of which is available to all students and includes;

- Text help Read&Write, for students with dyslexia.
- Inspiration, mind mapping software.
- Dragon, speech-to-text software.
- Supernova, software for the visually impaired.

Other examples of assistive technology that our students choose to use include;

- Tablets, laptops, dictaphones, hearing loops, Braille, adapted keyboards and mice.

You can contact our SEND Technical Consultants who are happy to talk about your specific needs. See contact details on the back page.

# Access and assistance at the College

All College sites:

- Are safe by design for all college users.
- Have blue badge holder parking spaces (these do not need to be booked in advance).
- Are wheelchair accessible\*.
- Have wheelchair accessible lifts (some also have platform lifts).
- Can provide large print and Braille information documents on request.
- Welcome assistance dogs on the premises.
- Have hearing loops in specific locations on the premises.
- Have multi-use toilets and facilities with hoists and changing beds available.
- Have fully equipped kitchen and height adjustable work surfaces, ovens and sinks.
- Refectories are accessible to all.

All students who need one will have an individual plan that identifies how they will exit the building in the event of an emergency.

Students on our highly supported Personal Progress or Skills for Independent Living courses can be supervised from the moment they arrive to the time they leave, including all time in and out of the classroom, as appropriate for each individual.

Our friendly team of receptionists, duty managers and security staff are available at all times.

\* for more detailed information on each site please visit [www.disabledgo.com](http://www.disabledgo.com)

## What about my travel arrangements?

### Transport to college

- If you require transport you will need to complete an application form to arrange transport to and from The Sheffield College.
- You can request a form to be sent to your home address by contacting us using the College details on the back of this booklet.
- Your travel arrangements will be discussed in advance of you starting your course.

### Becoming a self-traveller

- We support all our students to develop independent travel skills as far as possible according to their circumstances.
- We do this because getting around independently opens up opportunities and leads to increased self-confidence.
- We work in partnership with the Independent Travel team at Sheffield City Council to maximise opportunities for our students.
- This work is always done in a safe way and discussed with the young person and their parent/carers.

# Safeguarding in The Sheffield College

All members of staff have key responsibilities to make sure young people and vulnerable young adults are safe.

## At The Sheffield College:

- All teaching staff and support workers have safeguarding training to help them stay vigilant. This training includes;
  - E-safety - keeping students safe on-line.
  - Bullying - The Sheffield College has a zero-tolerance approach to bullying in all forms.
- Each campus has designated safeguarding officers.
- Teachers, staff, students and parents can contact the safeguarding officers to raise any worries or issues.
- The College receives information from schools and other providers to continue support and raise issues.
- We only employ staff that will work their hardest to keep young people and vulnerable adults safe.
- Please see our website for more information at [www.sheffcol.ac.uk/Student-Experience/Safeguarding](http://www.sheffcol.ac.uk/Student-Experience/Safeguarding).



# Course information

The grades you achieve will help us decide the right course level for you.

For specific course information see The Sheffield College website which details our provision - [www.sheffcol.ac.uk](http://www.sheffcol.ac.uk).

Alternatively copies of the Course Guide are available through your school, Careers Adviser or by contacting us on the number below.

If you are unsure which course to choose, please call us to speak to our Learner Recruitment team on 0114 2602600.

We will always discuss exceptional circumstances, for example where grades have been affected by factors such as ill health.

## Open Evenings

We encourage everyone to come to one of our open evenings, have a look around and meet the staff. Check our website for the next dates: [www.sheffcol.ac.uk](http://www.sheffcol.ac.uk)

Current level (school qualifications)	Leads to (college qualification)	On completion equivalent to
A Level	Level 4 and 5	National Diplomas and Foundation Degrees
5 GCSEs at grade A*-C	Level 3	A Levels
4 GCSEs at grade A*-D	Level 2	A*- C
4 GCSEs at grade E	Level 1	D
GCSEs at grade F/G or did not take GCSEs	Foundation Learning; Entry Level 1, 2 or 3 (subject to assessment)	GCSE E-G (depending on level)

# Course support at The Sheffield College

Courses at The Sheffield College include A Levels, GCSEs, HNDs and BTECs.

If you are attending one of these courses and need additional support, examples of how we can help include:

- Extended deadlines.
- Extra time in exams.
- Learning Support Assistants.
- Communication support (e.g. BSL).
- Note taking/reading and writing aids.
- Assistive/adaptive technology.
- Personal care.



# Supported Internships

The supported internships scheme helps young people aged 16 to 24 with complex learning difficulties or disabilities to find work.

The scheme is run by The Sheffield College and in partnership with local employers to:

- Find a job that suits the abilities of each intern.
- Create a unique study programme for each intern so they can learn the necessary skills to do the job.

Internships include on-the-job training with expert coaches responsible for supporting both interns and their employers, as well as giving the interns the opportunity to take courses to develop other relevant skills, including math's and English, work and communication skills.

Internships are set up on an individual basis and more information is available from the SEND Team.

## How am I assessed for support?

If you do not have an Education, Health and Care plan the SEND team will work with you to develop your Individualised Support Plan.

This assesses your needs and helps us put the appropriate support into place.

We will then advise on the next steps.

## Will my support be reviewed?

All support plans are reviewed regularly with you and your support staff. This is usually at the end of each term (or earlier if necessary).

Individual circumstances are taken into account at review and where a broader approach to support is needed, we can work alongside other professionals, for example those from health and social care.

In addition to the review, parents and carers can meet with your tutor at parent's evenings to discuss progress.

# Natasha Torry

Preparation for Customer Services, Entry Level 2

Hair and Beauty unit

"I chose this course because it allowed me to try a few areas, such as hair, beauty, catering and maths and English. I was dreading maths but eventually, after my one-to-one lessons with my support tutors Debra and Niki, I found it wasn't anywhere near as bad as I thought and I have really come on with it, and I have passed my English. My support tutors have really inspired and influenced me and I enjoy all the classes. Next year I am doing a Work Skills course at The Sheffield College City campus, which involves work placements with animals and a hair and beauty salon.

I was very shy but since coming to College I am a lot more confident and much more independent. I'm not sure what I want to do when I leave but I really like animals, particularly dogs.

At home I enjoy swimming and best of all, walking my dog.

The College offers a lot of help and support to students. I would recommend anyone to come here."





## SEND support for students on Foundation Learning courses

Foundation Learning courses are designed for young people who need to work at improving their English, maths and life/work skills as a significant part of their course.

### Assessment for support

Foundation Learning students take courses at Entry Level. Our Learner Recruitment team and course tutors make every effort to ensure the appropriate support is in place and students are on the right course for them.

### Reviews

All our Foundation Learning courses hold formal reviews. You will be asked who you would like to be involved in these reviews. Individualised Support Plans are reviewed at the end of each term (or earlier if necessary) to ensure the support is effective.

### Support in college

As well as support in the classroom, Foundation Learners can also access all day support, including; meeting on arrival, support at break and lunch times and at the end of the day.

### Support outside college

Not all learning is classroom based. Students on a Foundation Learning programme may have the opportunity to gain experience with one of the many organisations we work with. Volunteering helps students gain experience for later life. There are a number of courses at The Sheffield College that allow students to go on work experience or do volunteering.

We currently work with many organisations including; Asda, Botanical Gardens, Reclaim, Autism Plus, Morrisons, John Lewis, Smeltings Farm and many small employers and businesses.

# Planning for the future

## Your next steps

Every course is designed to take into account employment, enterprise and career progression.

There are Careers Advisers at each site to assist you with your next steps. Students staying on for a further year complete a Student Progression Form early in the spring term.

For learners with high levels of support needs on specialist programmes, we work towards targets outlined in the Education, Health and Care plan.

These often have a strong focus on development of essential life and independence skills.

## Where can Foundation Learning study programmes lead?

Students starting on Foundation Learning study programmes often stay with the College and progress to a higher level foundation course or one of our many vocational courses available at the College. Some learners progress into paid or supported employment, independent living or other supported activities.

# Information for students with complex learning disabilities

## Student to staff ratio

The student and staff ratio is very high. In some lessons there are eight students, one tutor and two Learner Support Assistants.

The provision of one-to-one assistants can be discussed if and when required.

## Dining areas

Dining areas at The Sheffield College are very spacious, there is always plenty of room for students with high support needs and the Learning Support Assistants. Some students find the dining areas become too loud and busy for them, especially at lunchtime; there are quiet rooms that students can use if this is the case. There are always a large number of Learning Support Assistants in the dining area supporting foundation learners.

## Parent/Carer and staff communication

We recognise communication is a priority. We work with students and parent/carers to find a suitable way to keep everyone up-to-date.

If a student is brought to college by their parent or carer, the tutors or Learning Support Assistant will speak directly to them each day they attend. Tutors make it a priority to keep in contact with students' parents and carers and can regularly call home to update them.

# Jordon Gates

Plumbing (Foundation)  
Awarded: Best Student.

Reason nominated: Jordan is on a foundation plumbing programme. He is enthusiastic, reliable and highly committed to his college experience. Jordan is the only foundation student to have undertaken a work experience - which he gained an excellent report for. Jordan has a 100% attendance record, 14 cause for congratulation reports and no causes for concern. In his lunch time in college, Jordan has helped to setup and run the X-box club - which is proving highly popular with students. In short Jordan is a lively, popular, mature young man who is a pleasure to have around - a brilliant role model to his peers and a definite positive influence on others.

He said "I decided to study plumbing as I wanted to learn a trade; people will always need plumbers so there is a direct path into work once I am qualified. When I complete this course I intend to continue studying or go on to an apprenticeship.

My advice to anyone thinking of studying at The Sheffield College would be work hard, always do your best and if you are not sure about anything just ask."





## Tutorial Support

All students have a Tutor who monitors their progress, sets targets to help them achieve their best and get any support they need.



## Travel Support

If you live in South Yorkshire you may be entitled to a Travel Pass that allows you to travel at any time of the week for a single fare. Application forms are available through Travel Information Centres.



## Careers Guidance Team

Qualified and experienced staff offer impartial, confidential careers and educational guidance on the full range of options available. They help students apply for their next course at college, university or apply for employment.



## Learning Resource Centre

Each College has a Learning Resource Centre equipped with PC workstations, printers, magazines, newspapers and books on almost every subject. They are open all day every day and some evenings with staff available to support you with your study skills.



## Student Services

Staff in student services offer support with issues of a personal nature, financial, travel and childcare needs. They also organise enrichment activities and encourage students to take an active part in college life.

**Key staff contact details for Support and Safeguarding**  
call 0114 2602600 and ask for;

Deputy Heads of Service: Student Services & SEND Support;

Denise Jones, Mick Merchant,  
Debbie Turner and Lynn Marson

Email your enquiry to [info@sheffcol.ac.uk](mailto:info@sheffcol.ac.uk)  
See our website at [www.sheffcol.ac.uk](http://www.sheffcol.ac.uk)

### Website

[www.sheffcol.ac.uk](http://www.sheffcol.ac.uk)

### Call

0114 260 2600

### Email

[info@sheffcol.ac.uk](mailto:info@sheffcol.ac.uk)

### How to apply

Contact The Learner Recruitment Team

Hillsborough Campus, Livesey Street, Sheffield, S6 2ET

Peaks Campus, Waterthorpe Greenway, Sheffield, S20 8LY

City Campus, Granville Road, Sheffield, S2 2RL

Olive Grove Campus, Olive Grove Road, Sheffield, S2 3GE

