

**The
Sheffield
College**

Special Educational Needs and Disabilities (SEND) Support



www.sheffcol.ac.uk

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 and special school across 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 on offer is tailored to each student's needs and staff are always available to discuss individual circumstances. We welcome all enquiries; please see the contact information at the back of this guide.

Planning ahead helps students decide on their next steps and is a key part of all our programmes. A personalised approach helps prepare students for the progression that is right for them - be it employment, training or skills for adulthood and independence.

We hope to welcome you to The Sheffield College soon.

Heather Smith
Principal, The Sheffield College

Content

General Information

- 4** Who does The Sheffield College support?
- 5** Students with an Education, Health and Care Plan
- 6** How does The Sheffield College help with my transition from school?
What technology is available?
- 7** Access and assistance at the college
What about my travel arrangements?
- 8** Safeguarding at The Sheffield College

Course Information

- 9** Course information

Course Support

- 10** Course support at The Sheffield College
- 11** Supported Internships
Will my support be reviewed?
How am I assessed for support?
- 12** Luke Askham

Foundation Learning

- 13** Special Educational Needs and Disabilities support for students on Foundation Learning courses
- 14** Planning for the future
Information for students with complex learning disabilities
- 15** Aaron Nicholson

Contact Details

- 16** Contact details

Student Stories

- 12** Luke Askham
- 15** Aaron Nicholson

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

Contact us for more information:
www.sheffcol.ac.uk/student-support/learning-and-disability

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 will 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

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).



For more information go to www.sheffield.gov.uk/localoffer

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 or 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.

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

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

Access and assistance at the College

The four main campuses:

- 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 via support agencies
- Welcome assistance dogs 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 spent 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

What about my travel arrangements?

Travel support to college

The travel support needs of young people with SEND support needs are reassessed upon moving from school to Post 16 education. You need to complete a 'Post 16 Request for Travel Support Application Form'.

The form is available to download at www.sheffield.gov.uk. In the **Search** area put in 'Post 16 Travel Support Request Form'.

Return the form to the Local Authority. The Local Authority can then consider eligibility for support.

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 received safeguarding training to help them stay vigilant. This training includes:

- E-safety - keeping students safe online
- 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-support/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

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 260 2600**.

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

Open Days

We encourage everyone to come to one of our Open Days, have a look around and meet the staff. Check our website for the next dates:

www.sheffcol.ac.uk/open-days

Current level (school qualifications)	Leads to (college qualification)	On completion equivalent to
A Level	Level 4 or 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, here are some examples of how we can help including:

- 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

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). Education, Health and Care Plans will be reviewed annually at a mutually agreed time.

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.

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.

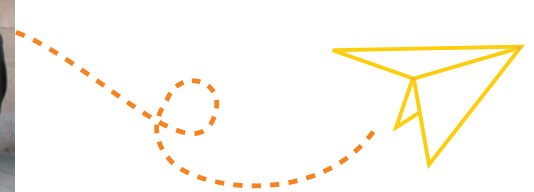
The Supported Internships scheme helps young people aged 16 to 24 with complex learning difficulties or disabilities to find work.

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 Maths and English, work and communication skills.

Internships are set up on an individual basis. For more information please contact the college on info@sheffcol.ac.uk or phone 0114 260 2600.



Luke Askham

The Sheffield College Supported Internship scheme
- An initiative to help young people with learning difficulties and disabilities get in to the world of work.



“ I really want to work in a shop and I am hoping that getting some work experience will help me. I really enjoy meeting all the customers. I’ve developed my social skills and I feel a lot more confident. ”

Luke Askham, The Sheffield College Supported Internship scheme at John Lewis

SEND support for students on Foundation Learning courses

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.

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.



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.

College can also work with other key people such as parents/carers, professionals and organisations to support next steps.

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. 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, with one tutor and special designated Learner Support Assistants based on need. The provision of one-to-one assistants can be discussed if and when required according to students Educational Health Care Plans.

Dining areas

Dining areas at The Sheffield College are very spacious, there is always plenty of room for students with high support needs and their Learner Support Assistants. Some students find the dining areas become too loud and busy for them, especially at lunchtime. There are quite rooms or designated quiet areas that students are able to use. There are always a large number of Learner Support Assistants in the dining area at lunchtime 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 Learner 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.

Aaron Nicholson

The Sheffield College supporting hearing impaired students - The college offers a wide range of assistance to students with additional needs. We believe that all students should have an equal chance of success and offer specialist learning support, equipment and resources.



“ I thought I would never manage to get a job but the lecturers went above and beyond for me, helping me to find the builders I now work for. ”

Aaron Nicholson, The Sheffield College Building Trades

Additional Support

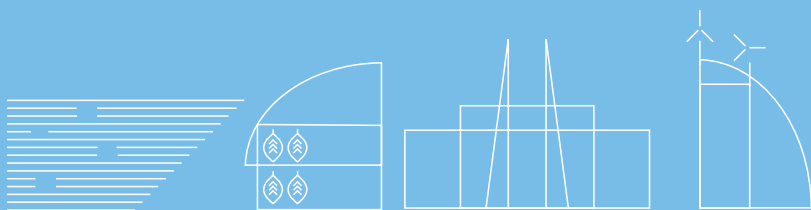
The Sheffield College

City Campus, Granville Road, Sheffield S2 2RL

Hillsborough Campus, Livesey Street, Sheffield S6 2ET

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

Peaks Campus, Waterthorpe Greenway, Sheffield S20 8LY



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For more information:

www.sheffcol.ac.uk/student-support/learning-and-disability

www.sheffcol.ac.uk | 0114 260 2600 | info@sheffcol.ac.uk

