

# Local Offer Information

## Additional support for learners with Special Educational Needs and/or Disabilities (SEND)

*The Children and Families Act 2014 requires Local Authorities to develop and maintain a 'Local Offer' of services for children and young people with special educational needs. This document provides necessary information about what additional support Hugh Baird College offers.*

Hugh Baird College prides itself on being an inclusive learning environment and having a supportive culture. Our mission is "to inspire, challenge and transform lives". Therefore, we welcome learners with a wide range of special educational needs and/or disabilities (SEND) and strive to meet their individual needs.

The College provides courses and support for learners with a range of learning difficulties and/or disabilities, but it is not a specialist SEND college. We support learners with SEND in every curriculum area, and at every level from pre-entry to HE level. We also have a range of courses designed specifically for learners with SEND in Foundation Learning.

Higher Education (HE) courses are also available offering a range of degrees.

### How will you know if I need extra help?

You can inform us in several ways:

- On your application form (paper-based or online)
- During your course interview with the course tutor
- Enrolment form - it is important to highlight it on your enrolment form even if you have discussed it at interview or mentioned it on your application form.
- Contact the Learner Support Team at any point before coming to college. We are based in room B148 or the Balliol building and can be contacted on 0151 353 4444 ext. 5800 or via email [learner\\_support@hughbaird.ac.uk](mailto:learner_support@hughbaird.ac.uk).
- Once at college, you can also tell your tutor or Progress Coach and they can make a referral, or you can also speak to us in person.

### Do you have an Education, Health and Care Plan (EHCP)?

Following a statutory assessment of your support needs, the local authority will propose Hugh Baird College's name to your EHCP. We will be provided with a draft and then be issued with a finalised copy which states the provisions the College needs to support you with.

If you tell us about your needs before you come to college, we can ensure things are put in place for when you start your course.

### What arrangements are in place for review meeting with learners with EHCPs?

As required by the statutory guidance, review meetings are held annually for those with additional needs to assess, progress and discuss any concerns concerning the level of support detailed in your EHCP.

If you are preparing to leave school or another college to come to Hugh Baird, it is helpful if we can be invited to your EHCP review before you come to us, so that we can plan ahead for your support.

### What should I do if I think I may need some support with my learning but don't have an EHCP or a history of support at school?

You can contact the Learner Support Team for advice and guidance. Many learners each academic year declare a support requirement and their needs are assessed by members of the Learner Support department. Regardless as to whether they have an EHCP or not we will still aim to offer you support tailored to your individual needs to help you to progress and succeed on your course. We may need to carry out additional assessments to determine why you are experiencing certain difficulties which can help us to put strategies in place to support you more effectively.

## Who will arrange support for me on my course?

When you are invited in for an interview, you can discuss your support requirements with an Additional Support Lecturer (ASL). The ASLs are qualified and experienced teachers working with learners who have special educational needs and/or disabilities. If you don't manage to speak with a member of the Learner Support Team during your interview, a member of the department will make contact with you to find out about your difficulties.

Our team of ASLs will work with you to put together an individualised support plan which will meet your learning needs. They will also work closely with your course tutors and Progress Coach to ensure that they fully understand your needs.

The ASLs link to different departments within the College and provide a range of services including:

- Assessment of support needs to form an individualised support plan
- The organisation of in-class support with provision of Academic Support Workers
- Specialist one-to-one or small group teaching in a dedicated teaching and learning environment
- Provision of specialist software, technology and equipment and offer training to both learners and staff
- Liaising with course tutors and your Progress Coach
- Liaising with Student Services within the College as well as external support agencies
- Arrange an exam access arrangement assessment if required
- Your ASL will discuss and arrange any assistive technology which may help you to work towards independence with your studies.

## Who can support me during lessons?

Academic Support Workers (ASWs) are assigned by the ASLs to work with learners based on their individual needs in lessons. Each learner is different and some may require one to one support whereas other learners will progress well with group support. The ASWs can help in many ways including:

- Note-taking
- Simplify tutors' instructions
- Keep a learner on task and help with motivation
- Reading/spelling strategies
- Practical assistance

If you communicate through British Sign Language (BSL) we need to know as soon as possible in order for us to forward plan for the support you may require.

## What happens if I need help in exams?

Before we can offer support during examinations we need to gather various forms of evidence in order to inform the exam boards. It might be necessary for us to carry out an exam access arrangement assessment for those with specific learning difficulties. The arrangements for this assessment will be discussed with your ASL.

Some learners require additional support in their exams due to various medical needs, therefore, we will need to request medical evidence from you. Again, this would be discussed with your ASL when you first meet them.

If you have an up-to-date EHCP your ASL will be able to write a report to the exam board and an exam access arrangement assessment is not usually required.

## Can I get support for dyslexia?

We recognise the importance of working closely with learners who have dyslexia and have staff specifically trained to assess, teach and provide advice and guidance for both learners and tutors. Additional support can come in the form of in-class support, additional one-to-one teaching and further specialist tuition to develop learning strategies.

## How will tutors be aware of my needs?

Your link ASL will liaise with your course tutors to ensure the curriculum meets your needs. Relevant information is transferred to a system called ProMonitor where tutors can gather details on your preferred learning style and use strategies that help you learn better.

Some of the strategies learners most commonly request are as follows:

- Adapted learning materials (e.g. overlays, coloured paper, enlarged print)
- Copies of presentations/handouts issued to you in advance
- Dictaphones to record lectures to help with revision
- Additional time allocated to complete tasks
- Reassurance that you won't be asked to read aloud in class
- Time out breaks during lessons if you feel stressed or have difficulty concentrating
- Access arrangements in exams, such as extra time, a separate room, use of a reader, scribe, etc.

### Where can I get support for care needs?

If you require support with your personal care, please inform the Learner Support department. We have a team of qualified and experienced staff to work with you to produce an individual care plan. Some of our students are particularly vulnerable, perhaps due to a more complex learning difficulty or disability. If you have care needs, Hugh Baird College can provide you with:

- Care Assistants outside of lessons to meet and greet you when you arrive at college. They will escort you to and from classrooms and be available at lunch and break times to reassure you, help you feel safe, interact with others, assist buying lunch, etc. They will also wait with you before your transportation arrives.
- Support for personal care, such as using the toilet, changing and eating/drinking. We have excellent adapted equipment to support you.
- Medical care and storage of certain medication.
- Access to a quieter area.
- Support to help you communicate with others and settle in to college.

Care Assistants all wear black uniforms so they are identifiable.

NB: Relevant information is shared with other college staff to ensure everyone who works with you understands what they need to do to support you. The College understands the sensitivity of certain information so it can be kept confidential and only shared with your consent.

### Further support with social skills

Hugh Baird College is a fantastic place to meet people and make new friends. We know some learners have difficulty with this. Therefore, we have care staff on hand to reassure you and give assistance in between lessons. We can also work with the OSSME Team at Autism Initiatives if you have autism or similar difficulties to improve your communication skills and help to mentor you with the day-to-day demands of being a student. You will have a learning plan which sets out targets for you to work towards and boost your self-esteem.

### What pastoral support is available?

We have an excellent Student Services team who look after your wellbeing whilst at college. They include:

- Retention and Progression Coordinators
- Health and Wellbeing Coordinator
- Student Finance Team
- Safeguarding Co-ordinator and a team of Safeguarding Officers

Our priority is to ensure every student has a positive experience in college and is able to stay on their course and achieve their goals.

### What training do the staff who support me have?

Our ASLs have a wide range of qualifications associated with working with SEND learners and undergo continuing professional development to ensure they are familiar with the latest advances in supporting students. In addition, we work with teaching staff to ensure they understand the specific needs of our individual students. We also deliver in-house training to teaching staff on strategies that can be adopted along with training in assistive technology.

Ongoing training programmes in safeguarding, Prevent, health & safety, equality & diversity, etc. enable our support staff, as well as our teaching staff, to provide an outstanding inclusive environment.

### How will I be included in activities outside of the classroom including educational visits/trips?

Our ASLs work closely with teaching staff to ensure you are able to take part in college trips on your course. They arrange for the necessary academic and/or care support to be put in place and assist you on your trip. In addition, they will arrange accessible transportation, ensure the venue is accessible, organise accommodation and make all reasonable adjustments so you can participate fully in the activities.

### How accessible is the College environment?

Our buildings have excellent levels of accessibility. For instance, we have automatic doors, ramps and have several lifts to enable our learners to move around the buildings easily. We also regularly make adjustments to our buildings to meet the needs of students who plan to come to us in the future. The College also has coloured signage appropriate to those with dyslexia. If you have particular access requirements, please contact the Learner Support department.

### How will my parents/carers know how I am doing?

Parents/carers will be able to check your progress at college by speaking to your Progress Coach. They take responsibility in making sure you have a positive experience at college and support you if you have any problems. If there are issues with your attendance, behaviour or progress on your course, your Progress Coach will help you overcome these problems.

There are two Parents' Evenings and one 'Meet the Tutor' event throughout the academic year. Hugh Baird College also offers the Parent Portal which is a way to check a learner's progress and performance online.

If you have an EHCP your parent/carer will also be invited to the annual review.

## How will my transition to and from the College be organised?

Coming to a new environment is always challenging, so lots of preparation is required to help prepare you for the next stage of your education. We work closely with our partners in local schools and Sefton Council to identify those who need support with this. This support can include:

- Visiting the College and looking at our facilities, perhaps at a quiet time of the day.
- Meeting the teaching and support staff.
- Taking part in 'taster' activities ('Get on Course' days) to help you get comfortable with college.
- Planning the support you will need at college.
- Learner Support team attending your EHCP review at your current school or college.

Once you are approaching the end of the course, we can support you with planning your next steps. This can include:

- Identifying another course for you to progress onto at Hugh Baird College.
- Passing information to another college/university if you are continuing your education elsewhere.
- Providing you with careers advice and guidance
- Support you with UCAS applications

## How are your resources allocated and matched to my needs?

Further Education colleges are provided with funds for 16 - 18 year olds by the Education and Skills Funding Agency (ESFA) and for adults by the Liverpool City Region Combined Authority (LCRCA). Your individual needs will be assessed by one of our LSCs as detailed above. It is the responsibility of the Head of Learning Support to ensure we use our funding effectively to meet your individual needs.

If your needs are particularly complex, we may need to work with Sefton Council, or the council for your local area if you are not a Sefton resident, to identify additional 'High Needs' funding to cover these costs.

If you are studying on a Higher Education course (a degree course) you will need to apply for Disabled Student Allowance (DSA) to fund the cost of your support. Further information can be found at <https://www.gov.uk/disabled-students-allowance-dsas/overview>

It is important that you apply for this several months before your course starts so that the relevant support has been planned for. For further advice and guidance regarding DSA you can contact our Student Services team on 0151 353 4444 and choose option 4 when directed to do so.

## How is the decision made about what type and how much support I will receive?

As detailed above, you will meet your link ASL in Learner Support who will assess your needs and work with you to plan your support. This can involve discussions with your parents, carers or other professionals who work with you.

This support is reviewed at least twice a year to make sure that it is still right for you. However, you can speak with your Progress Coach or ASL at any point on your course if you need your support plan to be modified. We regularly ask for feedback so that we know how we are doing and to check that you are happy with your support. We will encourage you to become as independent as possible, but we aim to ensure you have enough support to reach your full potential.

Our support process works really well and recent data shows that Hugh Baird College SEND learners are just as successful as all our other learners.

## Who can I contact for further information?

If you would like to discuss support at Hugh Baird in more detail, please contact Jenny Quinn, Head of Learning Support, on 0151 353 4444 or email [jenny.quinn@hughbaird.ac.uk](mailto:jenny.quinn@hughbaird.ac.uk) or [learner\\_support@hughbaird.ac.uk](mailto:learner_support@hughbaird.ac.uk) to contact an Learner Support Coordinator.

For general enquiries please contact via telephone on **0151 353 4444** or [enquiries@hughbaird.ac.uk](mailto:enquiries@hughbaird.ac.uk)

You can also visit the College website [www.hughbaird.ac.uk](http://www.hughbaird.ac.uk)

**Hugh Baird College**  
**Balliol Road,**  
**Bootle,**  
**Liverpool,**  
**L20 7EW**