



# WORCESTER SIXTH FORM COLLEGE

## Local Offer



## Our Vision...

To support students through a fully resourced learning environment promoting equality and inclusivity.

At Worcester Sixth Form College we welcome students with additional support needs assisting in all areas to ensure that they achieve their full potential. Over the years we have developed specialised support areas with Asperger's Syndrome, Dyslexia, sensory impairment and medical conditions. Students who have benefitted from this have found it invaluable.



## ... Your decision

If you are interested in studying here at WSFC expect to feel fully supported within all areas of the College.

You have the right to access relevant and high quality support at a level that is appropriate to you and your education.

Our dedicated support team are able to provide you with tailored support to meet your individual needs to help you succeed to your full academic potential.



## Open Events

If you are looking at options of where to study after leaving school a good starting point is to attend Open Evenings.

Each year two main Open Events are available for both yourself and your family to attend. These take place during the first term of the academic year.

These are a great opportunity to have a look at subjects of interest, to see the general layout of the building and ask any questions that you may have.



Two further Open Events take place in the Spring and offer another time to visit the College and speak to subject staff.

These are scheduled at different times to the Open Evenings to maximise the opportunity to come to the College for your convenience.

If you have additional support needs it is advised that you come and speak with a member of the learning support department, who will be available on both evenings and events to answer any questions or discuss support enquiries.

## Building arrangements

Worcester Sixth Form College is fully accessible for wheelchair users. There are two lifts; one is situated in the centre of the building near to the disabled toilet in the main foyer and the other lift is in the Science Centre along with another disabled toilet. An additional disabled toilet is also available on the ground floor by the south wing entrance. Height adjustable tables are available, if required, to accommodate wheelchair users within the classroom. Student car parking with additional disabled spaces are available on site and enquiries should be made at Student Reception.

All students have access to a prayer room with nearby washing facilities. These are available at certain times throughout the day and enquiries should be made to Sabine Gupta.

The ground floor of the cafeteria is accessible to wheelchair users and both hot and cold food can be purchased.



The cafeteria can often be a very busy social space and in acknowledgement of student feedback additional rooms have been allocated where students can eat cold food either purchased in the cafeteria or brought in from outside.

In warmer weather students often opt to sit outside on the benches and picnic tables available within the recreational area directly outside the cafeteria.

Wider paths and ramps make this area accessible to all.



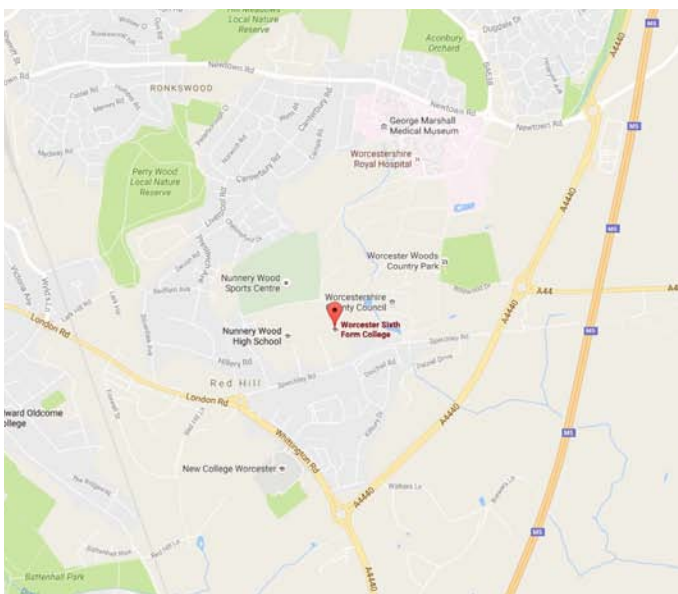
## Safe and happy

It is important that you always feel safe and secure within the College environment. Students aged 16-19 years are not expected to wear identity lanyards but all other adult learners, visitors and members of staff are required to wear identification at all times. This is to ensure, for the safety of everybody, that all people who are in the College are permitted to be on site.



## Travelling

You can travel to and from college by bus. Buses are provided by various travel companies, and cover a wide range of areas within the county. Please ask Student Finance Officer for further information or visit [www.firstgroup.com](http://www.firstgroup.com).



If you are wishing to travel by taxi, a member of the learning support department will be able to escort you to and from the building. If you are being dropped off or picked up by car, the same arrangement can be made.

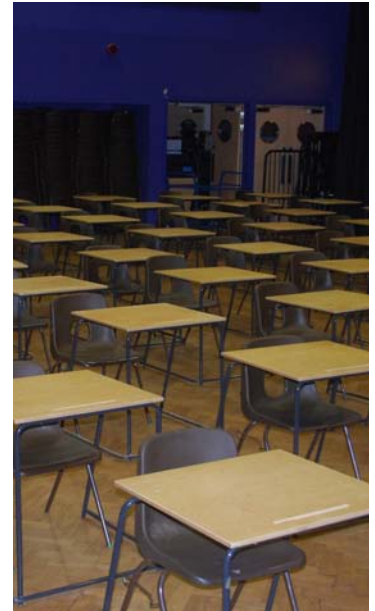
Visit [www.wsfc.ac.uk](http://www.wsfc.ac.uk) and click on 'Find Us' to find out more about our location.

## Who we support

Individual support is offered to students to meet their individual needs and is able to be accessed by anyone. In the past few years we have supported students with the following conditions:

- Anxiety
- Asperger's Syndrome
- Cerebral palsy
- Dyslexia
- Dyspraxia
- Dyscalculia
- Hearing Impairment
- Mental Health Conditions

We also support students who have difficulties with learning confidence, study skills, and exam preparation.



## How support is accessed

You can self-refer for support by asking your teacher or tutor, or by speaking to the Learning Support Manager, who is located in the Learning Resources Centre. Alternatively you can email the Learning Support Manager,

(Sara Payne – [sara.payne@wsfc.ac.uk](mailto:sara.payne@wsfc.ac.uk)),

or the Assistant Learning Support Manager

(Emma Bridges – [emma.bridges@wsfc.ac.uk](mailto:emma.bridges@wsfc.ac.uk)), for further assistance.

Staff may refer a student by firstly discussing any issues with them, and then informing the Learning Support Manager of their concerns. Contact will then be made with the student and support and guidance offered.

## Education, Health and Care Plans

If you have an Education, Health and Care (EHC) Plan and you name WSFC as a preferred setting, the Local Authority will write to College asking if we will consider offering you a place.

The Learning Support Manager will read through the information given and in liaison with your current school SENCo (and any other relevant professionals) and the Principal of Worcester Sixth Form College, your support needs will be discussed and the suitability of a placement at College will be assessed.

If a placement at College is agreed you will need to apply via our online application and have an interview with either the Learning Support Manager or Assistant Learning Support Manager to discuss support further.

## Requesting an Education, Health and Care Plan

If you have received significant support previously from either school, other external agencies, or both, and you do not currently have an Education, Health and Care Plan, then the process of requesting one will initially need to start with the Learning Support Manager.

The support needed will be discussed and it may be appropriate at this point for other external agencies (if applicable) to be contacted and for you to have input from them.

It is important to note that for a request to be considered, there needs to be at least two terms worth of support already put in place, so it may be necessary for further support to be implemented.

If, after this, support needs continue to outweigh what is ordinarily available, the request for an assessment will be submitted.



## Transition to College

The transition between school and College can be daunting for students, and we fully appreciate this and endeavour to make the change as smooth as possible.

It starts at the application stage, where we strongly advise all students with additional needs to state these on the application. This is so we can best support you from the start, and an interview can be arranged with the Learning Support Manager or Assistant Learning Support Manager, so support and chosen subjects can be discussed in more detail.



For those who are feeling particularly anxious and would like the opportunity to see the College at a less busy time, we offer a Pre-Induction session, which takes place before the main College Induction days.

Students are able to have a tour of the College in small groups and meet students to get a feel for the College, and the chance to ask any questions. Identified students would be

with the Learning Support team on an informal basis. This allows identified students to feel for the College, and the chance to ask any questions. Identified students would be contacted via telephone and informed of when Pre-Induction will take place.

This is a good opportunity for us to be able to establish what support may be required during Induction days and Course Confirmation.





The College holds a choice of Induction days in the summer term which allow you to get a taste of subjects that you have expressed an interest in. If required, a Learning Support Assistant can be available to assist you throughout these days providing a prior arrangement has been made (either through Pre-Induction or contact with the Learning Support Manager).

Course Confirmation is the next step, and this is carried out after GCSE results have been published. You will be required to bring evidence of your exam results and at this stage course choices to be studied are formalised.



The next time we see you after Course Confirmation is the start of term. If an arrangement has been made to do so, you would be met at the start of your timetabled day and supported as required.



## What support is offered...

We offer a variety of support to assist with the diverse range of learning needs within the College. These include...

### In class support

In-class support can be provided for those students who require it and usually have an Education, Health and Care Plan (EHCP).

A Learning Support Assistant would be available for all timetabled lessons and can assist with mobility, note taking, prompting and the completion of activities and tasks.

We encourage students to be as independent as possible so support is reviewed regularly and adapted if required, taking into account the student's views and wishes.



### One to one support

In conjunction with in class support, one to one learning support may also be available to assist learning outside of the classroom.

These sessions take place once or twice a week with an allocated member of the Learning Support team and are student led with an opportunity to have support for a variety of learning needs including: study skills; exam prepara-

tion; organisation and work prioritisation.

We are not subject specific in terms of the support we offer, but we are happy to liaise with subject staff to get further guidance if required. For every student who attends one to one support the sessions will be documented and individual targets will be set and aim to work towards the student's academic goals. Each half term these targets are reviewed and any additional areas can be identified for future development.

## Drop-in support

From September 2016, the majority of support will be accessed through drop-in support sessions and these will be available throughout the College week and anyone wishing to get extra support at any time of the year may attend.

Whether regularly accessed or as a one-off session, Learning Support staff will be available to assist with proof-reading assignments, restructuring essays, organisation of work and revision techniques.



## Dyslexia workshops

A recent addition to our student support has been specialist dyslexia workshops, which are delivered by our assessor for Specific Learning Difficulties (Sabine Gupta).

These take the form of small groups within a study space and cover common challenging areas specific to students who have dyslexia. Students are required to attend a minimum of a term's worth of sessions, and there is the opportunity for these to continue if you wish.



## Diagnostic Assessments

For those students who have declared that they have been previously assessed or have had previous access arrangements through an assessment then it is advantageous to declare this on the application form so that we are aware before you start College. If you find that you have not already declared that you have previously had an assessment please come to see the Learning Support Manager (Sara Payne) or Assistant Learning Support Manager (Emma Bridges) and they will be able to discuss with you any previous arrangements and, if applicable, get your name on the list for an assessment.

Appointments are arranged for a diagnostic assessment, which take place throughout the academic year, and the assessor will contact via a letter home as to when the appointment will be. After the actual assessment the assessor will analyse the scores and the report will define the learning difficulty and the “evidence of need” in order to meet the requirements for examination access arrangements, if applicable, such as 25% extra time, a reader or scribe.

Communication from the assessor will initially be in the form of an email and a memo will be placed on the College’s intranet within the student’s own personal area, detailing any access arrangements.

For students who do have access arrangements through a diagnostic assessment it will also be necessary for the Learning Support department to liaise with the student’s subject



staff to ensure that the arrangements are part of the student’s usual way of working within the classroom. This is to conform to the requirement of the JCQ (Joint Council for Qualification) and that the access arrangements given for exams create a level playing field for students to access their exams.

## Exam support

If you have previously had any exam access arrangements, it is essential that you write it on your application form so that we are aware of your requirements as early as possible. Exam access arrangements can be granted for one of two reasons: a specific learning difficulty or a medical condition. Both of these require up to date evidence that must be brought to the attention of the Learning Support Manager, in order for it to be verified and an application made to the exam board. It is vital that you bring evidence and discuss with a member of learning support staff, as soon as possible.

Exam access arrangements can include:

- Extra time
- Reader
- Scribe
- Prompter
- Word processor
- Transcript
- Separate room
- Rest breaks
- Modified papers



## Pastoral support

We recognise that it's not only College that can present as a challenge, but also life events and personal circumstances. The Learning Support department maintains excellent rapport with students to support them academically and pastorally, and are happy to liaise with teaching and other support staff to aid students through difficult and challenging times.

## Emotional Health and Wellbeing

There is support available throughout the College to assist with the promotion of positive emotional health and wellbeing.

Support Link, within the Learning Support department, is an informal way of contacting and accessing support or advice. This service is available between the hours of 8.30am and 4.10pm during term time.

Student Services offer a counselling service throughout the college week, which is currently staffed by three counsellors both male and female. An initial student assessment allows the allocation of priority and an appropriate time frame of support for each individual student.

Peer Mentoring is a relatively new support scheme run through Student Services. The process involves current second and third year students being trained through the College counsellors to act as a peer mentor for students.

Art Therapy started in



September 2015 and has been a successful addition to wellbeing support. It takes place during enrichment time on a Wednesday and is accessible for all students.



## Progression...

There are various different routes open to students after Worcester Sixth Form College. In order for career, employment and further education opportunities to be explored, the Learning Support department have excellent links with Student Services to help students engage with all possibilities. Students can be supported throughout this process and plans can be put in place for the transition to further destinations.



Student Services put on Higher Education and Employment evenings that are very successful and useful for liaising with universities and FE and HE colleges as well as employers as gap year initiatives. Students are able to talk to representatives about courses, enrichment activities and student life or job opportunities or apprenticeships so they are better informed when it comes to applying for their next step after College.

