

LEARNING & ENTERPRISE COLLEGE BEXLEY

We believe firmly in the implementation of Equal Opportunities. We believe that all staff and students should be treated as the individuals they are, with different needs regardless of age, gender (including pregnancy & maternity), gender reassignment, sexual orientation same-sex marriages & civil partnerships, race, religion or disability. Everyone attending or working for the College will have the opportunity to reach their full potential, through equal access and choice.

Learning & Enterprise College Bexley follows the principles in the Special Educational Needs and Disability (SEND) Code of Practice offering an inclusive approach to teaching, learning and assessment. The College strives to achieve a positive and supportive learning environment where students can thrive and develop their skills.

HOW DO I LET THE COLLEGE KNOW THAT I NEED EXTRA HELP?

When you enrol on a course, you may wish to declare that you have a disability, learning difficulty or a health problem. If you want additional support or help, you can request it when you enrol. The Learner Support manager (LSM) will be informed, and you will be sent a Learner Support and Health Declaration form to complete so that you can give more detail. When you return this to the College, the LSM will contact you to discuss the type of support that might help you.

DOES THE COLLEGE OFFER SPECIALIST COURSES

As well as the accredited and non-accredited courses, the College has discrete Supported Learning courses for adult students with learning disabilities and difficulties. These courses are taught in smaller classes and are well-supported to promote the development of individual abilities.

HOW WILL THE COLLEGE SUPPORT MY LEARNING?

The College supports inclusive, lifelong learning for all and welcomes adult students with learning difficulties and disabilities. There are many ways in which we can help, such as providing support in the classroom or specialist equipment.

Support can include:

- Learner support assistants helping on a 1:1 basis in class
- Note-taking by a support worker
- Specialist software for computers/digital equipment
- Loop system for people using hearing aids
- Support in exams with extra time or a reader or scribe
- Support in the Open Study Centre to work independently
- Help with access for mobility impaired students
- Communication support for the sensory impaired
- Specialist equipment based on individual needs
- Taping of sessions if other students are in agreement
- Specialist staff such as interpreters, lip readers, and signers

WHAT SPECIALIST SERVICES AND EXPERTISE ARE AVAILABLE AT YOUR EDUCATION SETTING?

As well as being able to offer support from specialist staff the college has a dyslexia specialist who can offer advice or further assess needs. N.B. we do not provide full Dyslexia Assessments.

There is also a Careers Advice team who will help you to find the right course, job search and help with CV writing and application forms.

LOCAL COLLEGE FIRST (LCF)

Learning & Enterprise College Bexley is an education provider for the London Borough of Bexley's Local College First (LCF) initiative.

The College offers local courses for young people with Education, Health and Care Plans (EHCPs) who are above milestone 3b that are leaving their specialist education providers. The curriculum focuses on some qualifications, supported internships and non-qualification activities to support students towards independent living and work skills.

DO STAFF SUPPORTING STUDENTS WITH LEARNING NEEDS AND DISABILITIES HAVE TRAINING?

All staff have access to training on a variety of additional needs including Dyslexia and Autism. The College offers a range of training courses on an ongoing basis to ensure that specialist support staff understand the needs of the students they are supporting.

HOW WILL THE COLLEGE SUPPORT MY WELL-BEING?

Support is available through a range of student services, including welfare and financial support, as well as counselling to enable you to discuss confidentially any personal issues or problems causing concern. The College has Designated Safeguarding Officers with whom you can discuss issues and a Learner Support Manager who can discuss your support needs in class. We also work closely with outside agencies such as Bexley Learning Disability team, Speech and Language Therapy service and Bexley SNAP. We have job coaches working with students on work experience and supported internships. Supported internships are designed to help young people to achieve employment through learning while in the workplace.

HOW WILL I KNOW THAT I AM MAKING PROGRESS

Your tutor will discuss your progress with you, and you will have your individual Student Learning Record (SLR) which you will complete with your tutor.

HOW ACCESSIBLE IS THE COLLEGE ENVIRONMENT?

The College has three sites that are all accessible and have ramps and lifts for when students need to access a change of level. Bexleyheath and Sidcup have disabled parking spaces. There are accessible toilets on all of our sites, and there are Personal Hygiene rooms at our Bexleyheath site.

WHO CAN I CONTACT FOR FURTHER INFORMATION?

For specific information on support in the classroom and Dyslexia:

Contact **Sarah Meredith** on **020 8298 2828**

For specific information on supported learning courses:

Contact **Beth Fillingham-Douglas** on **020 8298 2829**

For specific information on EHC Plans and SEND provision

Contact **Debra Oki** on **020 8298 2820**

For general College advice, please contact **020 3045 5176**