



Hartlepool Sixth Form College

Learning Support



Inclusion and supported learning

Committed to inclusion and supported learning, we actively encourage applications from learners with a disability and/or learning difficulties. We aim to provide additional learning support, resources and facilities to meet individual needs and to encourage all learners to achieve success. This booklet details the services and provision available to all students with disabilities and/or learning difficulties.

Thinking of studying at Hartlepool Sixth Form?

In order to make the transition to College life as smooth as possible, it is important that we know about your learning difficulty or disability and how to support you as soon as possible. You can ask for help and advice during your first visit to college. If you come into the College for an Open Evening, make sure that you speak to Gayle Longmire our Learning Support Manager. You and/or a family member, carer or advocate can arrange to visit the College to discuss your support needs with a member of the Learning Support Team. We will advise you of the support we are able to offer for the study programme you are interested in.

On enrolment the Learning Support Team will be available to discuss your chosen study programme and how best to support you. This is a good opportunity for you to ask questions. After you have enrolled we can offer a more detailed assessment and prepare an individual support plan to meet your needs.

We would like you to let us know by contacting Gayle Longmire, Learning Support Manager as soon as possible if you require support. This will give us the maximum time available to make arrangements. Email: gayle.longmire@hpoolsc.ac.uk Tel: 01429 294444

What kind of support do we offer?

You don't have to have a disability or specific learning need, we offer support to all students and here are some examples of the support we can offer:

- Literacy/numeracy tuition, both on a one-to-one basis or grouped sessions
- Study skill support (essay writing, note-taking, time management etc)
- One-to-one support for dyslexic students
- Note-takers/readers
- Mentoring sessions
- One-to-one support and in-class support for students with mental health issues and behavioural difficulties
- In-class support for students with specific learning difficulties
- Special examination arrangements and support

Learning Support Tutors

The Learning Support Tutors can help you to improve your reading, writing and/or numeracy skills. They will give you regular support sessions and advise your course tutors on how they can help you on your course. They will also help you to improve your study skills techniques, for example, time management, essay writing, note-taking etc.

Dyslexia Tutor

We have a specialist dyslexia tutor who can give you information and advice with regards to dyslexia or SpLD (specific learning difficulties), in the following ways:

- Initial discussions if you believe you may be dyslexic
- Dyslexia assessment
- Organise special exam arrangements (if appropriate)
- In-class support (if deemed necessary)
- Appropriate one-to-one dyslexia tuition
- Liaise with your teachers to ensure you are being given appropriate support in your classes

Exam Access Arrangements

You may need to take an examination or other assessment as part of your studies. It is essential that you discuss your individual needs with the Learning Support Team as soon as possible. The College must make a formal application to the Examinations Boards if special arrangements or support is required for students. Examination Boards permit special arrangements with a permanent or long-term disability, and also for students with a temporary disability at the time of the examination. These are as follows:

- Physical disability
- Visual impairment
- Hearing impairment
- Specific learning difficulties
- Mental health difficulties

The types of special arrangements can include:

- Use of a reader
- Use of a scribe
- Use of a laptop
- Extra time
- Prompter
- Separate room
- Supervised rest breaks
- Alternative papers such as enlarged papers

No additional fee is charged to you by the Examination Boards or the college in any of these circumstances.

Getting Around the Hartlepool Sixth Form Site

Car Parking

- There are spaces at the main entrance for people with disabilities.

Toilets

- There are a number of toilets around the College that are accessible to people who use wheelchairs or other mobility aids.
- There are wheelchair accessible showers in both outdoor changing rooms, one of which has a separate room that also has a lift fitted.

The Grounds

- There are pavement ramps and dropped kerbs in most parts of the College.

Reception, Café and Registry

- These services are on the ground floor. There are two lifts for access to the upper floor. There is more than one toilet with wheelchair access on the ground floor. All communal areas are fully accessible.

Emergency Evacuation

- In the event of the need for an emergency evacuation people who use wheelchairs and those not able to negotiate stairs should be moved to the designated points (the top of the stairs in the atrium and top of the stairs near the library). Staff are trained to use specialist equipment for transporting them down the stairs.

Complaints procedures

We hope you are happy with the service and support we provide, however if you are unhappy with something that is done or not done when you are applying for a place at the College, or when you are on a course, we would encourage you to use our complaints procedure. This procedure is an important part of our commitment to improving standards and ensuring that you tell us your opinions on service and course quality.

If you would like to, you may discuss the issue first with your personal tutor or a member of the Learning Support Team. We hope to deal with your complaint promptly. If this is not possible and you wish to make a formal complaint, please follow the official college complaints procedure, which is outlined in the Complaints Policy, which can be found in the College section of the website. Any complaint you make will be thoroughly investigated and you will be informed of the outcome.

Who to contact

If you would like any further information please contact Gayle Longmire, Learning Support Manager: Email: gayle.longmire@hpoolsc.ac.uk Tel: 01429 294444