



**SEN and Disability**  
**Local Offer: RUNSHAW COLLEGE**

## Accessibility and Inclusion

At Runshaw College, **all our students** are at the heart of everything we do. We endeavour to ensure that every student feels happy and fulfilled during their time at the college, realise their full potential and acquire the skills that equip them to achieve their future goals and ambitions.

We have a great track record in supporting students. In our last three college inspections, our support for students was graded as 'outstanding'. At a recent Best Practice visit from Ofsted they said Runshaw was "...in a league of its own".

If you have an **Education Health and Care Plan (EHCP)** and need more comprehensive support, we can work with you, your current school and the Local Authority to ensure that you get the best possible support when you come to Runshaw. Arrangements can be made for transition visits to help with the move from school to college and, we are happy to come out to school to see what works best for you.

The **Main Aim of Study Support** is to work with you as an individual, but also in some cases, with your parent/guardian and teachers, to increase your confidence and independence in preparation for adulthood and for the future, whatever you choose to do.

We have a team of Specialist Inclusive Learning Tutors offering personalised 1:1 Specialist Tutorials, to ensure teaching is at the correct level and pace for you. We want the learning experience to be meaningful and for you to enjoy your time at Runshaw in order to reach your full potential.

We offer support for English, Maths and Study Skills on a one to one or small group basis. These are normally scheduled in 8 week blocks and, as a student, you would attend once a week for 30 minutes, outside of class time. At the end of the 8 sessions, progress is reviewed and you may be offered further sessions in agreement with your teacher.

### **Assistive Technology**

Assistive Technology is available for all Runshaw College students. As a student, you can meet with our Assistive Technologist as part of a small group or in a one to one

appointment to find out how to increase your independence and make learning more accessible, by using technology both within college and at home.

This may include:

- text to speech computer reader software to aid reading, processing and comprehension
- recommended apps to aid organisation and memory, writing, spelling, punctuation and grammar, revision and more
- accessibility features in mobile devices
- options for how to use speech to text voice typing
- software and apps which are helpful for mind mapping assignment/essay planning
- multi-platform technology for timetable, coursework and exam reminders

For those with more complex learner needs, Study Support may arrange access to:

- laptop computers and tablets
- specialist software to support specific needs
- handheld scanner reading pens
- portable loop system communicator for cross college use
- desktop magnifiers

### **Personal Emergency Evacuation Plan (PEEP)**

Runshaw College complies with current equality laws and fire safety legislation to ensure that every person in college is evacuated in the event of a fire or other emergency. Every building at Runshaw College is fire safety assessed.

ALL persons, permanently or temporarily physically impaired, will have a Personal Emergency Evacuation Plan or PEEP. The PEEP Co-ordinator in Study Support completes this in conjunction with the student. Such people will include non-transferrable wheelchair users, those who are visually or hearing impaired and those who may be using crutches on a temporary basis. The PEEP includes the controls and strategies that are in place to ensure safe egress from any building on college premises. Physically impaired, non-transferable wheelchair students will be timetabled on the ground floor unless the building has a fire safety lift. These students are supported throughout the day by an Education Support Worker (ESW) including lunch time and out of class sessions.

College Fire Wardens are trained in the use of Evacuation (Evac) Chairs. The chairs are stored on the wall at the top of each flight of stairs, in every building, at both campuses.

Other medical conditions would have an individual risk assessment completed by the Head of School and the medical information retained in First Aid.

## Study Programmes

### Preparation for adulthood

Runshaw prepares all students to achieve successful long-term outcomes in adult life. Staff at the college work to raise career aspirations and broaden their employment horizons for SEND students. A wide range of approaches will be used, such as taster opportunities, open day visits, work experience, mentoring, use of role models and inspiring speakers.

Student Services provide careers and education information, advice and guidance (CEIAG) and support for the progression of vulnerable students and students with special educational needs and/or disabilities. This includes researching options, making applications, preparing for interviews and support with work placement/work experience.

Runshaw aims to enrich students' studies with extracurricular activities. Our dedicated enrichment program is designed to extend students' interests in a range of activities. All students, regardless of learning need, or disability, have the same opportunity to participate in our enrichment activities, including trips, visits, societies, and student representative bodies, such as the Student Council and Progress Mentor group Representatives.

The Study Support team, working together Progress Mentors, teachers, careers advisors and other professionals will help students with SEND realise their ambitions in relation to:

- further education, employment with training and/or supported employment
- independent living – enabling people to have choice and control over their lives and the support they receive
- participating in society – including having friends and supportive relationships, and participating in, and contributing to, the local community
- being as healthy as possible in adult life

Each review will identify the support the student needs to achieve these aspirations to best prepare them for adult life. This will include the education and training needed to develop skills which will prepare students for work, such as communication, social/emotional development, using assistive technology or independent travel training.

Staff at the college work with other agencies such as social care, health services or other specialists for help or advice on the best way to support a student with SEND to realise their ambitions and prepare for adulthood.

Study Support ensures all students are aware of the support available to them in higher education, employment with training and/or self-employment. This will include details of the Disabled Students Allowance (DSA) and how to claim it.

### Foundation Studies and Skills – Introduction to College

This course is offered at **Entry Level 2**, allowing learners to gain a qualification within the National Qualifications Framework. Successful achievement of this course leads to progression onto Entry Level 3 course.

This study programme provides curriculum development in the areas of life skills, personal, social, academic and work related learning.

It is designed to:

- Challenge learners to achieve their full potential
- Provide opportunities to develop life skills in preparation for adulthood
- Provide opportunities to improve employability skills
- Provide work placement opportunities and vocational taster sessions
- Encourage a wide range of skills development

### **Foundation Studies and Skills EL3**

This qualification embraces the development of personal, social, health, moral and citizenship skills and skills which prepare the student for working life. In addition, the qualification provides further opportunity for the student to prepare for adulthood by developing skills, allowing them to become more autonomous, independent and personally effective in managing and dealing with the demands of daily life.

After successful completing course, learners may be able to move on to a **Supported Internship, a further, more advanced course or may be ready to enter the world of work.**

### **Supported Internships (COMING SOON)**

This course involves learners spending most of their study time working with an employer and a short amount of time in college. Whilst working with an employer, learners will have a '**Job Coach**' who will support them in their work placement. This support will be reduced over time as learner's progress through the course. Also included in the course: English and Maths skills for employment.

Supported Internships are personalised to each individual learner and each learner may study additional qualifications which are relevant to job skills, such as:

- Food Safety

- Safeguarding
- Customer Service
- First Aid
- Health and Safety

Students currently require an EHCP to study on the Supported Internship program.

### **Future Skills**

This study programme is an introduction to college education and vocational studies. The Future Skills course provides students with an opportunity to develop personal, social and moral skills, good citizenship skills, study skills and good health. The aim of Future Skills is to prepare participants for adulthood, further studies and life in general, allowing them to become more autonomous and personally effective in managing and dealing with the demands of everyday life and further studies or employment.

Programme content will include:

- English and Maths studies
- A BTEC qualification
- Employability skills
- Personal and social development
- Enrichment activities
- Taster sessions for Vocational study programmes
- Progress Mentor group lesson and one to one progress review meetings
- Achievement coaching support

### **Pre Advanced Level 1 Study Programmes:**

- GCSE English and Maths
- Range of Vocational courses
- Work placement opportunities
- Progress Mentor group lessons and one to one meetings
- Achievement Coaching support for transition to college
- Enrichment activities

### **Pre Advanced Level 2:**

- GCSE English and Maths

- Range of Vocational courses
- Work placement opportunities
- Progress Mentor group lessons and one to one meetings
- Achievement Coaching support for transition to college
- Enrichment activities

### **Advanced Level 3:**

- GCSE English and Maths
- Range of Vocational courses
- Work placement activities
- Progress Mentor group lessons and one to one meetings
- Achievement Coaching support for transition to college

### **T Level (Digital) NEW FOR SEPTEMBER 2020.**

Over two years, you will cover the core content relating to the digital T Levels. The core content focuses primarily on a student's knowledge and understanding of contexts, concepts, theories, principles and core skills. T Levels will provide you with opportunities to progress to university, apprenticeships or full-time employment in related specialist areas.

### **A Level**

A wide range of A Level courses are available – please visit [www.runshaw.ac.uk](http://www.runshaw.ac.uk) for full details of our A Level offer.

To ensure success on your chosen study programme, the following questions act as a very useful guide to help you develop a positive approach towards your studies and to boost your resilience:

- **Vision:** How well do you know what you want to achieve?
- **Effort:** How many hours of independent study do you complete per week?
- **Systems:** How do you organise your learning and manage your time?
- **Practice:** What kind of work do you do to develop your skills?
- **Attitude:** How do you respond to setbacks?

These questions will be asked and discussed on a regular basis during Progress Mentor one to one meetings to support all students on their learning journey.

## Progress Monitoring and Review

### Progress Evenings and Progress Reports

Effective working partnerships with parents, carers and guardians are a very important means of supporting your son/daughter/ward's success. This relationship starts with a **Welcome Event** in early September. Parents, carers and guardians are invited to attend a short presentation from the Deputy Principal which gives detailed information about their son/daughter/ward's course and college life, along with the opportunity to meet our Progress Mentor team.

In addition, you will receive progress reports every half term. There are two Progress Evenings during the year with the opportunity to discuss your son/daughter/ward's progress, with their teachers.

Parents, carers and guardians of students on Pre Advanced Study Programmes, are invited to an additional Progress Evening in February to discuss progression opportunities.

### Progress Mentor

All students are allocated a Progress Mentor who will offer support and guidance throughout the college year. They help students to settle into college quickly, monitor their academic progress and look after their wellbeing.

The role of the Progress Mentor is central to everything students do. They will be there to guide you through your study programme and will get to know you really well. They will also be the first line of support for you whilst at college. All students will have a range of informal and formal conversations with their Progress Mentor, including weekly group tutorials and regular one-to-one review meetings, which are a key part of the college's progress monitoring process.

### Target Setting

At Runshaw, we set Minimum Target Grades (MTGs). The MTG is based on a student's qualifications on entry and any diagnostic assessment activities as appropriate. MTGs are



the minimum grades which your son/daughter/ward should be aiming to achieve for coursework, GCSEs, assessments and assignments. For e.g. Pass, Merit, and Distinction or grade A, B and C.

MTGs provide a starting point for learning. The college utilises them to ensure that every student accomplishes their full potential and does not underachieve.

### **Annual Review of Education, Health and Care Plan (EHCP)**

For all students with an Education Health and Care Plan (EHCP) it is a statutory obligation that their plan must be reviewed annually. The purpose of the review meeting is to ensure the plan remains appropriate to meet the student's needs.

Prior to the meeting, feedback from teaching/support staff, parent/carers and any other agencies involved in supporting the student, will be requested, and collated for consideration at the meeting.

The Annual Review meeting will be chaired by the High Needs Coordinator. All discussions concerning the best type of support for any individual are "student led". The needs and provisions specified in the EHCP will be discussed by all at the meeting and decisions will be agreed upon as to whether any amendments are required, to better meet the students support needs.

Following the review, the High Needs Coordinator will write a summary report including the key points of discussion from the meeting, progress made towards EHCP outcomes and any suggested amendments. This report will be circulated to all involved including the relevant Local Authority.

## **Safeguarding**

Runshaw College is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff to share this commitment.

Safeguarding means:

- Ensuring safety
- Promoting health & well-being
- Protecting from abuse and neglect
- Preventing bullying and harassment
- Having due regard to the need to prevent people from being drawn into terrorism
- Offering the best life chances

There is a designated Safeguarding Team at the college with a senior manager who is responsible for any safeguarding matters affecting students. We have a Child and Vulnerable Adults Protection Policy and a separate Prevent Policy. Each policy explains how the college deals with any safeguarding concerns. Copies of these policies are available for download from the college website.

### **Membership Cards**

All students are issued with and expected to wear a Student Membership (ID) Card visibly round their neck whilst in lessons, on the college campus, when using college facilities and/or when undertaking college activities.

## **Health (including Emotional Health and Wellbeing)**

Our Health and Wellbeing team work to promote positive health and wellbeing across college. Working to a calendar of awareness events and campaigns, students can access information and resources on a wide range of topics, including:

- Mental health and wellbeing
- Wellness plans
- Counselling services

- Social Skills
- Keeping active activities
- Contraception and sexual health
- Equality and Diversity
- Sustainability
- E-Safety
- LGBTQ+
- Anxiety

You can visit the Health and Wellbeing team in Student Services for information on our counselling services, Young Minds Matter service, and the Duke of Edinburgh's Award. Students also have access to a huge directory of information, activities and resources on Moodle, the College's online student portal.

Within the Study Support Team the Specialist Support Coordinator closely monitors a cohort of students with varying mental health needs including those associated with specific learning difficulties, equipping them with practical strategies to manage their support needs both in and out of college. This work is done collaboratively with Student Services and the Safeguarding team.

## **Communication**

### **Communication Portal**

At the start of the new college year, parents and carers receive an invitation to register to the Communication Portal. The Runshaw College Communication Portal allows parents, guardians or carers to track the progress of their son/daughter/ward at any time by logging on to it.

### **What help and support is available for the family?**

- Impartial careers information, advice and guidance
- UCAS support
- Funding for university
- Apprenticeship application support including higher and degree level
- Help with job search, CV writing, interviews and finding part-time work to fit in with your studies
- Counselling
- Finances – including the 16-19 bursary, Learner Support Fund and Advanced Learner Loan Bursary
- Transport information
- Welfare and housing
- Safeguarding
- Religious and cultural considerations
- Volunteering opportunities
- Work placement

### **Financial Help and Advice**

16-19 Bursary Fund/Free College Meals – advice and assistance is available to students and their parents/ carers in relation to the application process. Payments are processed within college to meet national guidelines. Help is also available to apply for external sources of funding.

### **Travel Support**

Students travelling to our Langdale Road in Leyland campus can apply to use our dedicated bus service, which covers a wide surrounding area, including Chorley, Bolton, Southport, Preston, Wigan, Accrington, Blackburn, Lostock, and Skelmersdale and many others.

Parking is available to students who are studying at our Chorley Campus.

**Download the Bus Timetable 2019-20 from [www.runshaw.ac.uk](http://www.runshaw.ac.uk)**

Local service buses also run regularly between Chorley, Preston and Leyland and stop close to the college. Services are timed to fit in with the college day. There is also a free shuttle bus between the Leyland and Chorley campuses.

Please email [transport@runshaw.ac.uk](mailto:transport@runshaw.ac.uk) for more information or if you have any queries about getting to college.

### **Travel Training**

Some of our learners may require additional training in order to feel confident in using public transport safely. If it is identified that a student requires this training and they qualify for this service they will be referred to the relevant Local Authority who will deliver this training.

### **Applying for a bus pass**

Current students can apply for a bus pass via the student portal. High school students who have applied for a place at Runshaw can apply for a bus pass via the application portal.

### **16-19 Bursary Fund**

The 16–19 Bursary Fund is for young people from low income households who are experiencing genuine financial hardship while they are at college. The Bursary can contribute towards the cost of the bus pass and essential course equipment.

### **Travel Updates**

The Transport Team are now on Twitter. Follow @Travel2Runshaw for updates and changes to routes. Alerts will also be sent by text, so please ensure that you keep your contact details up to date via the Student Portal.

### **Taxi and drop off by parent/carer/keyworker**

At Runshaw we have dedicated safe drop off points for taxis and drop off by parent/keyworker/carer. Key staff may be available to support students on arrival and departure by prior arrangement with Study Support. To safeguard all our students, we will also take details of the person who is dropping off and collecting students each day.

In addition to this we also have disabled parking spaces on all college parking areas. There is no dedicated student parking facility however, students can complete a car parking request form available from Student Services. Alternatively, students can ask their Progress Mentor for support to make an application.

## **Working Together**

### **Parent/Carer College Relationship**

We believe that parents and carers will play a **vital role** in ensuring student success at the college and we are **committed** to maintaining a productive and successful relationship with you. We will communicate with you on a **regular basis** and will always welcome enquiries about student progress or concerns. The best form of support is a product of everyone involved with the young person sharing their insight, resulting in a holistic package of support.

#### **Parents and guardians will receive:**

- The opportunity to sign up to our Communication Portal

- An invitation to a Welcome Evening to meet your child's Progress Mentor and to find out more about college life.
- Prompt contact in the event of poor attendance or progress
- A progress update every half term released via the Communication Portal
- An invitation to attend progress evenings in each academic year
- Information about progression opportunities

Parents/carers are encouraged to attend interviews and meetings to share the knowledge and experience and can contact the College to arrange some time to discuss support and any other issues relating to the needs of the young person.

## **Transition and College**

Runshaw College has an excellent transition procedure, designed to ensure that learners are placed on the appropriate course and receive the accompanying support as soon as possible.

At the beginning of their course all learners take an initial assessment this may include literacy and numeracy as well as other areas identified for development. This provides the college with accurate information to allocate appropriate support to enable learners to develop the necessary skills needed to be successful on their chosen course and a start point for their learning journey in college.

### **Transition to College**

Any student requiring support will go through the same application and admissions process as other students. The Study Support Team works alongside Curriculum Teams and our School Liaison Team, to plan the best possible transition for students with an additional need. If students declare a difficulty/disability on their application form or during the interview process, we automatically contact them prior to starting college.

We have several open events throughout the year where the Study Support Team are available to discuss individual requirements. See our college website for the details of all our

Open Events. Alternatively, schools, parents/guardians or carers can contact us directly to arrange a transition visit or interview at any point prior to starting college. If a student has an EHCP our High Needs Coordinator will attend Year 11 Annual Reviews to further aid a smooth transition of their support.

If students require reasonable adjustments or have complex/multiple disabilities it is helpful if this is done as early as possible. This allows us time to plan support effectively and put the necessary adjustments in place.

For students who still require further transition into college due to a significant learning need, we run our '**Bridging**' course which is run over a period of two weeks towards the end of the academic year, students are invited for 2 days, a week apart.

Bridging activities cover activities such as:

- Welcome pack
- Meeting other people
- Differences between school & college
- Timetables
- What is on and where
- Navigating around college
- Enrichment taster sessions
- FAQ time
- Meet the Study Support Team

### **Next Steps Progression Planning**

When students are ready to progress from college on to their next step, access to impartial advice and guidance from our qualified Careers Information, Advice and Guidance (CIAG) advisors is arranged. If necessary students can be supported to attend these meetings by a member of the Study Support Team. The CIAG and Study Support Teams work closely together to look at progression for students with identified needs.

For those students with an EHCP, appropriate progression will also be discussed in detail at their final Annual Review. The college will work with known external agencies to support transition from college where necessary.



The UCAS process is completed through group tutorials but additional support for those who need it, is also provided by our UCAS specialist from the CIAG Team.

We can also provide guidance or support students through the process of applying for Disabled Students Allowance where applicable.

## **Enrichment/Additionality**

### **Runshaw Social Group**

Runshaw Social Group runs every day over the lunch time breaks. The aim of the group is to provide a positive, safe space for you to socialise and engage with others in a wide range of activities including board games, Xbox, activities and discussions on a wide range of topics and ideas.

We provide opportunities to practice the use of social skills such as turn taking in conversation, active listening, interpreting social situations, and seeing situations from a range of perspectives. We also support the group in accessing the enrichment opportunities offered by college to promote a healthy and active lifestyle.

The group provides a supportive environment in which you can share concerns and experiences with both peers and staff. We aim to encourage independence, the development of positive relationships and a range of skills which will be of benefit both within the college environment and the wider community.

Runshaw Social Group is primarily aimed at students with social skills identified as an area of focus on their EHCP, however, a number of students attend for whom this is not the case but who have been identified by teaching staff or personal tutors as needing support in this area.

### **Social Skills 'Talkabout' sessions**

Support includes the opportunity to take part in a 6 week structured course, 'Talkabout for Teenagers'. The sessions cover four areas within social skills, delivered in group sessions or 1:1 and focus on Body Language, The Way We Talk, Conversational Skills and

Assertiveness skills. After each of the sessions, SMART targets are set to support participants to practice the skill in real life situations. The set targets are reviewed at the start of each session to start discussions.

### **Enrichment activities**

During your time at Runshaw you will have the opportunity to take part in a number of different enrichment activities. These will increase your enjoyment of your studies and equip you for further success.

There are a wide range of exciting enrichment activities available that are designed to enhance your experience and studies. They can provide you with excellent opportunities to develop your interests, extend your skills, try new pursuits and enjoy an extensive range of leisure, recreational and intellectual activities. Activities may vary depending on your chosen course of study, but can include: (to name but a few as we have an extensive half term activity timetable)

- Work related activities
- Day trips to industry and course related exhibitions, museums, and events
- Guest speakers and presentations
- Fund raising for a wide range of local and national charities
- Ten-pound challenge and entrepreneur activities
- Clubs and Societies
- Learner Voice activities
- Student Council
- Lunch clubs
- Wellbeing club

### **Volunteering**

The Runshaw Volunteering Programme offers a wide range of worthwhile volunteering opportunities. We aim to help you find a project that suits your individual requirements, so whatever your interests you can enjoy the experience of helping others whilst gaining work experience, building self-confidence, making new friends and having fun.

### **College Visits/Activities**

Runshaw College makes every effort to ensure that all students have access to off site visits and activities regardless of special educational or medical needs. Special attention is given to appropriate staff/student ratios and any safety measures are implemented at the planning stage. Additional safety measures may also be needed if you have a special educational or medical need if you are to participate as fully as possible in a visit or outside activity. All college visits or activities undergo a thorough and comprehensive risk assessment beforehand. If you have a special educational or medical need, support would be provided for you based upon the information contained within your EHCP and/or Student Support Plan.