

# LOCAL OFFER FOR STUDENTS WITH ADDITIONAL NEEDS

See: <http://www.stbrn.ac.uk/why/support,-guidance-and-local-offe/>

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**LOCAL OFFER: St Brendan's Sixth Form College**

**(Information for Young People with Additional Needs and their Parents/ Carers - including those who are disabled or have been classified as having 'Special Educational Needs')**

**General College Information**

<b>Location</b>	Broomhill Road, Brislington, Bristol. BS4 5RQ
<b>Lead Contacts</b>	Michael Jaffrain, Principal Ruth Pickersgill, Asst Principal
<b>Lead for students with Additional Needs</b>	Bernice Weiss, Learning Development Manager
<b>Contacts Tel: email website</b>	0117 977 7766 <a href="mailto:bw@stbrn.ac.uk">bw@stbrn.ac.uk</a> <a href="mailto:rp@stbrn.ac.uk">rp@stbrn.ac.uk</a> <a href="mailto:mj@stbrn.ac.uk">mj@stbrn.ac.uk</a> <a href="http://www.stbrn.ac.uk">www.stbrn.ac.uk</a>

**DURATION**

<b>Number of places offered per year:</b>	Overall in College- 1750
<b>Start and finish times per day:</b>	8.55am -16.00 pm
<b>Number of days Study Programme(s) run per week:</b>	5 days- all programmes at St Brendan's are full time.
<b>Number of weeks Study Programme(s) run per year:</b>	37 weeks for Level 3 35 weeks for Level 2
<b>Number of years Study Programme(s) run:</b>	Level 2: one year AS/A2 : one year/one year Level 3 BTEC: 2 years
<b>Age or age range students could start Study</b>	16-18 years (students receiving High Needs Funding from the Local Authority may be able to

<b>Programme(s):</b>	attend up to the age of 25 years).
<b>Packages offered combining centre-based study with vocational or community placements:</b>	N/A
<b>Minimum cohort size Study Programme(s) needs to be viable:</b>	10 students. All study programmes are full time and over 540 hours a year.
<b>GROUPS AND STAFFING</b>	
<b>Number of students in a typical group:</b>	10-25
<b>Number of teachers who would support a typical group:</b>	1
<b>Number of support staff who would work with a typical group:</b>	None, unless there are students with High Needs.
<b>Qualifications staff hold:</b>	Teachers are all qualified. Learning Support Assistants undertake a range of short term training courses relevant to the role.
<b>Other relevant skills staff have:</b>	Learning Development Team's staff is skilled and experienced in meeting the needs of a range of students with additional needs at Level 2 and 3.

<b>ACCESS AND SECURITY</b>	
<b>Physical accessibility available:</b>	Fully wheelchair accessible Accessible toilet/shower facilities Portable hoist available Range of adaptations for visually impaired students

<b>Transport assistance offered to and from site:</b>	College coaches are offered at a cost to all students on 6 routes across the Bristol area. Specific transport can be arranged with the Local Authority for students with additional needs if required.
<b>Level of security and supervision in terms of learners with limited awareness of personal safety:</b>	Security personnel on front gate. As a Sixth Form College we allow students to leave site in their free periods and breaks and lunch times are unsupervised. If a student required 1:1 support in social times this would be provided.
<b>Residential provision availability:</b>	N/A

### **MEETING STUDENTS' NEEDS**

<b>Range of communication needs supported:</b>	British Sign Language support can be provided Autism Aware
<b>Range of support for students with challenging behaviours:</b>	General pastoral and welfare support available from Learning Development Team and Pastoral Support Tutors. 1:1 support can be provided if student has High Needs funding.
<b>Types of needs unable to meet in terms of site and study programme(s):</b>	The College will endeavour to meet the needs of any students who meet the entry criteria for Level 2 or 3 programmes and are able to be in mainstream classes who want to come to the College.
<b>Staff expertise and environment to support students with sensory impairments:</b>	Experienced support staff with expertise in sensory support. Braille locators and room description. Some specialist software (e.g. Jaws).
<b>Staff expertise and environment to support students with autism:</b>	Experienced support staff with expertise in autism support.
<b>Staff expertise and environment to support students with health needs:</b>	Experienced staff and team of qualified First Aiders on hand.

<b>Staff expertise and environment to support students with personal care needs:</b>	Limited demand to date but personal care can be provided if required.
<b>LEARNING</b>	
<b>Academic level of Study Programme(s) offered:</b>	<p>Level 2: BTEC Extended Certificate or equivalent plus GCSE retakes in English, Maths or Biology plus Workskills</p> <p>Level 3: BTEC Subsidiary Diploma or Diploma or equivalent , AS and A2</p> <p>ESOL qualifications and support also available.</p>
<b>English and maths teaching:</b>	<p>All students without at Grade C in GCSE English and Maths will take either:</p> <ul style="list-style-type: none"> <li>• Retake of GCSE English and Maths</li> <li>• Functional Skills English or Free Standing Maths Qualification</li> <li>• ESOL</li> </ul> <p>(all as part of a Level 2 or 3 study programme) Literacy and Numeracy support is embedded in the curriculum and available from the Learning Development Team</p>
<b>Qualifications students gain:</b>	See website for course details. <a href="http://www.stbrn.ac.uk">www.stbrn.ac.uk</a>
<b>Enrichment and Non Qualification learning offered and how these aid progression:</b>	<p>Religion, Philosophy and Ethics (45 minutes a week) is compulsory for all students.</p> <p>Tutorial programme (45 minutes a week) is compulsory for all students.</p> <p>Range of enrichment activity (charity work, volunteering, sports, performing arts) mainly on a Weds pm is available but not mandatory.</p>
<b>Vocational and work experience offered:</b>	Work experience organised only for specific subjects where required e.g. Health and Social Care, Business.
<b>Methods Study Programme(s) can be personalised to</b>	Range and number of subjects can be varied to meet particular needs and additional workshops offered.

meet individual needs:	
<b>INFORMATION AND TRANSITION</b>	
Information advice and guidance offered to prospective students/families or carers:	<ul style="list-style-type: none"> <li>• Open Evenings and Open Day (dates on <a href="http://www.stbrn.ac.uk">www.stbrn.ac.uk</a> and in the prospectus)</li> <li>• Website</li> <li>• New Student Interviews (includes advice and guidance)</li> <li>• Individual meetings with Learning Development Manager</li> </ul>
Support offered to new students and their families or carers to achieve a positive transition while on the Study Programme(s):	Initial assessment of needs and individualised support from the Learning Development Team. Meetings with families as required. Transition meetings at previous school if requested. New Parents/Carers' Welcome Evening in October.
On-going support offered to students and their families or carers in terms of getting the best from the Study Programme(s) and accessing other forms of support:	Pastoral Support Tutors work with students and meet them individually to review their programmes. Study Workshops can be provided for particular subjects by subject teachers. Learning Support can be provided as 1:1 or group support, particularly for literacy and numeracy help.
<b>OUTCOMES</b>	
Progression opportunities in terms of access to employment, Apprenticeships and supported internships:	Level 2 and 3 Careers Fairs held in College HE and Apprenticeship evenings for parents/carers and students. Information Advice & Guidance tutorial programme. No supported internships.
Support to develop skills for life as an adult:	Built in to the tutorial programme in the last year of Level 3 programmes and all Level 2 programmes as part of Workskills.

## **Frequently Asked Questions from Parents/Carers**

### **1. What is the College's approach to 'Special Educational Needs'?**

At St Brendan's, we prefer to talk about 'additional needs' rather than 'special educational needs', but obviously follow the requirements of the SEND (Special Education Needs and Disability) legislation and the Code of Practice. We try to follow a Social Model of disability and so we do not focus on the problems or medical diagnoses of the young person, but try to identify and remove any barriers to learning and support them to take control of their learning, and to come to understand, and be confident to ask for, the assistance they need.

We try to promote equality and diversity in the college, to value everyone's unique contribution, and to make sure that all of our academic and social provision is inclusive. There is no stigma attached to the Learning Development area-it is open to, and accessed by, all students, so it is never obvious who has a label of 'SEN' and who doesn't.

### **2. How does the College know if young people need extra help and what should I do if I think my young person may have 'special educational needs'?**

The College will ask about any additional needs at the interview and this will be followed up with an initial needs assessment with the Learning Development Manager. Information will be requested from schools if there is any formal paperwork, such as Educational Psychologist reports, Learning Difficulties Assessments. Some schools will invite the college in for a transition review in year 11. If the young person had no additional support at school, but their initial assessment or their teacher raises any concerns that they may need support, they will be assessed by the Learning Development Manager. A dialogue will also take place with parents/carers, who can raise concerns about support at any time with the Learning Development Manager or the young person's Pastoral Support Tutor.

### **3. How will College staff support my young person?**

The Learning Development Team will take responsibility for providing additional support. They will undertake an initial needs assessment and agree the support strategies to be deployed with the teachers concerned, and the young person. They will regularly review with the student whether the support is meeting their needs.

Support can be provided individually in class by a Learning Support Assistant (LSA) if the student receives High Needs Funding agreed by the Local Authority. Small groups can also be set up to support students with their literacy and numeracy. For all other students, the Learning Development Area (Room B101) is open during the college day and any students can come to seek help at any point with particular issues.

As this is a college and not a school, we aim to empower our students to be able to ask for help when they need it, rather than to impose it, and to be more in control of the support they receive, in order to prepare them better for adulthood.

#### **4. How will the curriculum be matched to my child's/young person's needs?**

As a sixth form college, our range of courses is limited to Level 2 and Level 3 (GCSEs and equivalent and 'A' levels and equivalent). All students with additional needs have to meet the published academic entry requirements unless there are exceptional circumstances (e.g. hospital educated, ill health). Teachers will differentiate to meet the needs of all students, based on the strategies identified as supportive, and, if required, LSAs will support this process.

#### **5. How will I know how my young person is doing and how will you help me to support my young person's learning?**

As we are a college and not a school, we do try and work initially with the young person and would contact the parents/ carers less frequently than a school. However, if we have any concerns about academic progress or pastoral issues, we will contact you. We have two Progress Evenings when you can come in to meet all the teachers and see how your young person is progressing. You will be invited in to meetings with the Learning Development Team if that is what your young person would like, and to formal reviews.

#### **6. What support will there be for my young person's overall well-being?**

All students at St Brendan's have a Pastoral Support Tutor (PST) who reviews their progress with them on a 1:1 basis and also sees them for tutorials. You can contact them at any time if you have any concerns, and you will be invited to a New Parents/Carers' Evening in October to meet the PSTs.

The Learning Development Team will support any young person if they have any mental health issues such as self-harm, anxiety, depression etc. They can also arrange for students to see a psychotherapist who works several days a week at the College, or to join a dramatherapy group. Bristol Drugs Project offer a drop in service for anyone affected by alcohol or drug misuse in the family. We can refer students to external agencies such as Off the Record for counselling or other support if necessary.

The tutorial programme includes all aspects of well-being such as drug and alcohol misuse, healthy eating, sexual health etc. It also aims to promote positive physical and mental health through its sessions and related activities.

The College has a team of trained First Aiders who will be called if there are any medical concerns.

We also believe that students need to have their voice heard and acted on to feel a sense of wellbeing. Students can submit individual comments or concerns on 'Have Your Say' forms which are dealt with by the Assistant Principal. They will also be asked for their views through focus groups and surveys and by their Tutor Reps and through the Student Union. They can also attend Student Forums to have their say.

#### **7. What specialist services and expertise are available or accessed at the College?**



Specialist staff are listed above e.g. the Psychologist and Dramatherapy Worker. All of the Learning Development Team have experience and expertise in supporting students with a range of impairments and learning difficulties.

**8. What training are the staff supporting children and young people with SEND had or are having?**

Both the Pastoral Support Tutors and Learning Development Team have had training in disability equality issues. The latter have regular update training on particular impairments and learning difficulties and appropriate strategies for support. All staff have at least annual training in Equality, Diversity and Inclusion.

**9. How will my child/young person be included in activities outside the classroom including school trips?**

All staff planning trips have to consider the additional needs of the students they are taking in the prior planning. We would work from the premise that all students would be included in any trip or activity. Teaching and other staff planning trips will liaise with the Learning Development Manager to ensure that the needs of any students with additional needs are catered for. A formal risk assessment is required for any trip outside the College and parental consent is required.

**10. How accessible is the College environment?**

We are very lucky to have a new building that was designed to be wheelchair accessible, and a further new build is taking place this year. There are toilets accessible to disabled people throughout the building, and a portable hoist. Other access requirements will be met on an individual basis. Information can be made available in different formats if required and interpreters can be organised for parents/carers' with prior notice.

**11. How will the College prepare and support my young person transfer to a new setting or the next stage of education and life?**

See above. The Learning Development Manager will meet with any young people with additional needs we know about through the interview process or information from the Local Authority or a school, prior to enrolment, to make sure that we can meet their needs and make any adjustments that are required. If we are made aware of any transitional or Statement (Education Health Care Plan) reviews at schools for students who intend to join us, we will attend them. All students with additional needs have an initial assessment of their needs and a plan of appropriate strategies is shared with the student, their teachers and any Learning Support Assistants working with them.

Throughout the time that they are with us, we start to prepare students for transition to the next stage of their life. There is a significant amount of support for the UCAS process and liaison with universities over Disabled Students' Grants and meeting their needs if required. We also hold Careers' Fairs, HE and Apprenticeship Evenings and support students to attend a range of career related activities during the year. We have an in-house Information, Advice and Guidance Officer who will meet students on an individual basis to discuss their transition, and can give careers' advice. We also support students to access any external opportunities such as Widening Participation events, summer schools etc.

**12. How are the College's resources allocated and matched to children's/young people's special educational needs?**

Funding for students deemed to have 'High Need' comes partly from the Education Funding Agency and partly 'topped up' by the Local Authority (LA). The College negotiates with the LA to get the funding that is required to meet the needs of the students as outlined in their Education Health Care Plan. For other students with additional needs, the College makes provision from more general place based funding allocated by the Education Funding Agency.

**13. How is the decision made about what type and how much support my young person will receive?**

For students that the LA agree have 'High Needs', the amount of support will be negotiated based on their Education Health Care Plan and the College's own initial assessment. Parents/carers will be consulted as part of the development of the Plan. Discussions will take place with parents/carers and the young person prior to their enrolment at the College. The Learning Development Manager will ensure that her team review the provision for any student with additional needs at least every term to ensure it is having the required impact. The outcomes for students with additional needs, and disabled students as a group will be assessed as part of the self-assessment process (SAR). Each year the College produces an Equality Scheme which clearly shows the comparative outcomes for different groups of students.

**14. How are parents/carers involved in the College? How can I be involved?**

As described above, we take a lead from the student as to the level of involvement of parents/ carers on a day to day basis, and try to support students to take responsibility for their own learning. However, all parents/carers are invited to Progress Evenings and formal reviews. You will also be able to access live data about your young person's attendance and academic progress through the Parent Portal, and you will receive three formal reports a year. In between, you can ask to see or speak to their Pastoral Support Tutor who can liaise with teachers, or you can contact a particular teacher directly. Any concerns about support for a student with additional needs can be directed to the Learning Development Manager by phone or email.

Parents/carers also have access to information through their specific pages on the website and are asked to complete an annual survey, which is followed up if any concerns are raised.

**15. What if my son or daughter needs regular medication?**

If a student is required to take regular medication in College this will need to be discussed at enrolment and entered onto our system, so that First Aiders are aware in an emergency. If students have particular health/ medical needs, the Learning Development Manager will agree a Care Plan with the students and their parent/carer and will ensure information is only shared on a 'need to know' basis.

**16. What if my son/daughter is absent for long periods due to ill health?**

If a student is likely to have periods of absence that are health related, this needs to be discussed as early as possible with the PST or the Learning Development Team. If the absence impacts on their studies, they would need to work with the Learning Development Manager to try and manage their studies. If a student has a significant long period of health related absence, they should work with the Learning Development Manager to agree a Health Wellbeing Plan to enable them to return to College in a managed way.

### **17. What if my son/daughter cannot use public transport?**

The College provides coaches on a number of routes for students who cannot access College easily by public transport. This provides safe door to door transport that might suit some students with additional needs. We also sell subsidised First Bus Tickets.

If a student has issues with transport that have been highlighted at school and are on their Education Health Care Plan, the Local Authority may be able to provide taxis.

### **18. Who can I contact for further information?**

If you would like to discuss any general issues relating to your young person's well-being or progress, contact their Pastoral Support Tutor (contact details are in the New Parent/Carers' Information Booklet) or on the website.

Any issues relating to support for students with additional needs should be directed to Bernice Weiss, the Learning Development Manager on [bw@stbrn.ac.uk](mailto:bw@stbrn.ac.uk) or 0117 9777766 x 2801. **Bernice is the equivalent of the SENCO for the College.**

Any issues relating to finance or Bursaries should be directed to the Bursary Co-ordinator Julie Shephard on [jsh@stbrn.ac.uk](mailto:jsh@stbrn.ac.uk) or 0117 9777766 ext. 1051.

The College's Local Offer can be found on the website <http://www.stbrn.ac.uk/why/support,-guidance-and-local-offer/>

## Frequently Asked Questions from Prospective Students

### **1. How can I get to College if I have trouble with public transport?**

The College provides coaches on a number of routes around Bristol, particularly if there is not a direct bus route. These may suit students who feel safer having direct door to door transport (see Julie Shephard in B211e) or email [jsh@stbrn.ac.uk](mailto:jsh@stbrn.ac.uk). We also sell First Bus tickets at a reduced price in the ticket office in B24 Jenny Blake who works in there can advise on all public transport routes.

If neither of these methods of transport are accessible to you, we will work with you to ensure that you have the right support. The Local Authority will pay for taxis for some students, if this is the only possible transport and it is assessed as required through their Education Health Care Plan and is agreed through the High Needs funding process. If you think this may apply to you, come and talk to the Learning Development Manager, Bernice Weiss in B101L.

### **2. How does the College know if I need extra help?**

We may get information from your school or the Local Authority before you come to us (if you have an Education Health Care Plan and have told your school that you are applying to St Brendan's). However, we really want to work with you to identify what you need, so will ask you at interview and enrolment if you have any additional needs and then arrange for you to discuss these with the Learning Development Manager or her Senior Learning Support Assistants.

If you need extra help with a particular subject, you can ask your teacher if you can attend a Subject Workshop where they will support you to catch up.

At any time of the College day you can come up to the Learning Development area (B101) and ask for help with specific issues, for example: a difficult essay, numeracy help, revision techniques.

### **3. What help is there to help me get ready to start at the College?**

Bernice Weiss, the Learning Development Manager, can meet you before you start College and plan for a gradual introduction, this can be done at your school if you wish, or at the College. We can arrange for you to see round the College, meet the teachers or arrange any other support you need. She can help you to identify what would help you to settle in the first few days this might be coming regularly to Learning Development, having help with social times, having a buddy etc.

All students come to the College for a Preparation Day in June to try out their courses and to find out more about the College, and this is a good time to get to know the Learning Development Team and to identify the help that you might need in the first few months at College.

#### **4. What should I do if I think I need extra help once in College?**

If you need any help at all, whether it is help in class, support with a particular subject, or if it is just a specific problem with one piece of work, you can come and see someone in the Learning Development Team for help. The Learning Development area (B101) is open every day from 8.55 to 4pm and there will always be someone there who can either provide the support you need, or signpost you to the right person.

They will also organise some group sessions to help with particular issues relating to literacy and numeracy that you may want to join.

#### **5. How will my course work be organised to meet my individual needs?**

If you have what is called 'High Needs' i.e. you had a Statement at school and have an Education Health Care Plan, it will say what support you are entitled to both inside and outside the classroom. You may have a Learning Support Assistant who is there to help you in class, but your teacher should also 'differentiate' your work - that is make sure it is at the right level for you and that you are able to understand what is needed for course work etc. If you feel the pace of work is not right for you, or you are having trouble understanding, you can talk to your teacher directly or ask your PST to have a word with them.

#### **6. How will I be involved in planning for my needs and who will explain it and help me?**

If you have 'High Needs', the Learning Development Team will always discuss your progress with you and will have a formal review with you at least each term to make sure that you are getting the right level of support.

For all students, your PST will meet with you at least once a term to review your progress, and if you are worried about anything you can make an appointment to talk to them. At any time, you can go on to the Student Portal to see any reviews that your teachers have completed with you, your target grades and your attendance.

## **7. Who will tell me what I can do to help myself and be more independent?**

Part of the support we provide at College through your PST and the Learning Development Team will be empowering you to become more independent and to take more control of the support you need, and to become more confident in asking for it. We want to make sure that by the time you leave us, you are clear about what support you will need in the future, whether it is in university, a job or further training, and that you feel confident in asking for it.

We also offer a transition group to students with additional needs.

## **8. What should I do if I am worried about something?**

See Paragraph 2 above. Usually, if you have any general concerns or worries about your time at College, you can make an appointment to see your Pastoral Support Tutor (PST) who you will see each week for tutorial sessions, or you can go to their office in either B217 or B11. Your PST will be able to help, or alternatively to signpost you to the relevant person or external organisation. If you don't feel you can talk to your PST due to the nature of the issue, or if you already have on-going support from the Learning Development Team, please go and see Bernice or Veronica in B101L at any time.

We also have a Psychotherapist, Pamela Woodford, who can help if you are anxious or worried about anything or have mental health issues such as problems with eating, self-harm, depression etc. You can make a confidential appointment to see her by coming to Learning Development and asking for Veronica Mogg or emailing [vm@stbrn.ac.uk](mailto:vm@stbrn.ac.uk). She can also make an appointment for you to see a Drugs Counsellor, Alex Cook, if you are worried about drug or alcohol issues for yourself or any of your family. You can contact Alex directly on 0800 0853130 or [info@bdp.org.uk](mailto:info@bdp.org.uk).

## **9. How will I know if I am doing as well as I should?**

You can look at the Student Portal at any time to see how you are doing in terms of reviews with teachers, meeting target grades and you can also look at your attendance. Your PST will also meet with you individually at least once a term to talk through your progress and to agree targets to improve.

If you get particular support from the Learning Development Team, either one of the Learning Support Assistants or the Learning

Development Manager will meet with you at least once a term to review whether you are getting the right support and what else you might need.

#### **10. How can I get help if I am worried about things other than my course?**

If you have any other concerns, you should initially talk to your PST or one of the people listed in Paragraph 2 and 6 above. Both your PST and the Learning Development Team can refer you to external organisations for support, (such as Off the Record for counselling, support groups for particular issues or the Child and Adolescent Mental Health Service (CAMHS)).

If you think that you, or anyone you know, might be at risk of harm, you need to come and talk to the College Safeguarding Officer, Ruth Pickersgill (Assistant Principal) in Room B101F or email [rp@stbrn.ac.uk](mailto:rp@stbrn.ac.uk). You can also see Bernice Weiss, the Learning Development Manager in B101L or email her on [bw@stbrn.ac.uk](mailto:bw@stbrn.ac.uk).

If you feel ill while you are in College you should go straight to Reception and they can get a trained First Aider to see you if necessary. If you need to go home ill, they will ensure someone is there to support you and will sign you out.

If you have any concerns about your attendance, you can talk to the Attendance Officer, Lisa Hawker in B211e or on [LHa@stbrn.ac.uk](mailto:LHa@stbrn.ac.uk). If you think your medical condition, emotional state or significant family issues are impacting on your attendance, you should also make your PST aware and ask for support with notifying your teachers.

#### **11. Are there staff in the college who have had specific training to help young people who need extra help?**

Staff in the Learning Development Team have had a range of specialist training to support students with different needs. The Assistant Principal and named members of the Learning Development team are trained in Child Protection/Safeguarding. Certain teaching staff will have attended specialist training on supporting students with particular issues e.g. specific learning difficulties during their careers. Staff are encouraged to attend equality, diversity and inclusion training and to promote disability equality.

#### **12. Can College staff get extra help from external experts if they need to? (e.g. advice and training on medical conditions)**

College staff will always ask to attend specific training externally if they feel they need extra training to provide the right support to particular students. If you know of any organisations that you think may be useful please let the team know.

**13. If I have difficulty in taking part in College activities, what different arrangements can be made?**

We expect all students to be able to take part in all College life including social events, enrichment activities, trips etc. If there are any barriers to you taking part in anything (e.g. lack of access, transport, lack of support), please let the Learning Development Team know and they will organise for the right adjustments to be made for you to be included.

**14. What help is available with tests and exams? Can I have the extra time I had at school?**

We will ask at your interview if you had extra time or other support in exams, and if you did, we will ask if we can get any reports or assessments from the school that allowed this to happen. Laura Hill, one of our Senior Learning Support Assistants (in Room B101L) manages this process, and you need to talk to her early on in your time at College to make sure the right processes have been followed to get you extra support if required. She will liaise with the Exams Officer, Richard Morris, during the exams period to make sure all the specific arrangements (separate rooms, laptops, scribes etc.) are available. However, all of the support needs to be agreed in advance with the Examination Boards, so it is not possible to just ask for it at the last minute, and you may not be entitled to the same adjustments as you had at school.

**15. What do I do if I am bullied?**

We are very lucky that bullying is rare in our College, and some students specifically choose to come to us to escape the bullying they received at school. However, if any incidents do occur, you need to report them immediately to your PST, who will take the issue seriously and will try to sort it out in the way that you think is likely to work best. A lot of work on preventing bullying and celebrating equality and diversity takes place in tutorial sessions, as we believe that the right education programme can prevent much of this sort of behaviour taking place.

We can also give specific advice on cyber-bullying - contact Bernice Weiss or Alex Hamlin in the Learning Development Team (B101L).



## **16. How can the College make sure that students like me are fully included?**

At St Brendan's, we try and come from what is called the Social Model of Disability. That means we don't look at the negatives and talk about what students have 'wrong' with them or 'can't do', or focus on any medical diagnoses. Instead, we try and celebrate diversity, identify students' strengths and abilities and do all we can to make sure everyone is included in all aspects of college life, which includes social activity as well as academic classes.

## **17. How can I have a say in what happens in the College?**

There are a number of ways you can have your voice heard and influence College policies and practices. We asked all students to complete surveys in tutorial sessions at least every term to tell us how well they think the College is working. All Tutor Groups also elect Tutor Representatives who can take the views of their tutor groups to a Student Forum and Council and to the Senior Managers. If you want to raise a concern about the College with another student, you can talk to the Student Union who share an office with the Student Liaison Officer in Café Max or email [su@stbrn.ac.uk](mailto:su@stbrn.ac.uk).

If you have an individual issue to raise, you can complete a 'Have Your Say' form available in Reception and someone will deal with your query.

The Learning Development Team will ask you about the support you receive and whether or not you think it is working as part of the review process or may ask you to complete particular surveys etc.

## **18. What if I have more questions?**

It is fine to ask as many questions as you like before starting at St Brendan's, and also once you are here. Your first point of contact should be your PST, unless you are already working with the Learning Development Team, or the issue is a complex one. Do feel free to come up to the Learning Development area at any time in B101 or contact Bernice Weiss on 0117 9777766 x 2801 or email [bw@stbrn.ac.uk](mailto:bw@stbrn.ac.uk).