

Inclusion Statement

The College

Bilborough College provides courses for full time 16-19 year old students which lead A-levels and BTEC Level 3 Qualifications. Details of the available subjects, entry requirements and admissions policy can be found on the website www.bilborough.ac.uk. Three Open Days are held each year in October, November and March, which provide an ideal opportunity for you and your families to visit the College, collect information and discuss your individual learning needs with both academic and pastoral staff. We also run 'tour and talk' sessions on Wednesday afternoons. Details of the dates and how to book a place on these sessions can be found on the college website.

Admissions

We welcome applications from students who may have a physical or learning disability, a medical condition or mental health issue and recognise the rights of all learners to be treated fairly, regardless of disability. Every effort is made to meet individual needs and we will do our very best to ensure that you have equal access to the opportunities and experiences offered.

Applications

Prospective students are asked to complete an application form which provides the first opportunity for you to disclose a disability. We want the college experience to be both rewarding and successful and actively encourage you to be completely open about your individual needs. The more information we have at point of application, the better we can plan ahead and prepare an appropriate support plan. All prospective students are invited to one of our July Induction courses. At the Induction course there will be an opportunity to meet with one of the Learning Support team to discuss your learning needs and requirements in more detail.

Learning Support

A member of the Student Services team will meet with you again in the first half term to ensure that:

- your individual needs are identified
- your teachers and tutor know about your requirements
- suitable provision is made to meet your needs
- there is liaison with outside agencies if appropriate

On Course Disclosure

We always recommend that students let us know at application stage of any learning needs they might have. However there are always a few students who are identified on course. In this case the process outlined above will take place following disclosure.

Other support available

When you start at college there are other sources of help available:

- All students have a Personal Tutor who maintains an overview of your academic progress, emotional health and wellbeing. Your tutor is the best person to speak to in the first instance if you feel that you need some extra help.
- Special arrangements during examinations and assessment are implemented by the Learning Support team, in close collaboration with the Examinations Officer.
- The college also employs experienced counsellors, a welfare officer and a Well being coach, who will listen to your concerns and help you to find a solution to any problems.
- If you have difficulty with your work, teachers are available in subject areas and staff within the Study Room are always on hand to assist with generic Study Skills.
- Students may be required to attend a weekly session in the Study Room. This is a great opportunity to complete independent work as well as accessing the support available in the zone. The Learning Support manager will know your timetable and will arrange to see you in these sessions. Any exam arrangements we make are conditional upon you being available at the timetabled sessions in order for us to complete the necessary arrangements. Failure to attend will mean it may not be possible for us to sort out any special arrangements you might need. We can only guarantee appropriate exam arrangements are processed in time for the summer exams if learning needs are declared and processed by the end of March in the year of the exams.
- Learning Support will offer you strategies to enable you to become an independent learner and during your time with us your support will 'contract' to reflect that developing independence.

Physical Access

All teaching rooms are fully accessible to all students. Disabled toilet facilities are available in all blocks and on all floors. There are lifts available for students who need to use them. Students need to be in possession of a current lift pass. Long term lift passes are issued by the Learning Support department. Short term passes by your personal tutor. Lift passes must be carried at all times and produced on demand if requested to do so by a member of staff. The Learning Support Team will liaise with the College's Health and Safety Officer to determine where a personal evacuation plan or other measures need to be put in place to ensure their safe evacuation in the event of a fire.

If things go wrong

If you wish to make a complaint, your tutor is the first person to contact. However, you and your parents are always free to contact the Principal or Assistant Principal. If the problem is still not resolved, you have the right to take your complaint to the Chair of Governors.

Staff with responsibility for students with learning needs and disabilities:

Karen Lowe
Assistant Principal (Guidance and Support)
Telephone: 0115 8515000
email: Karen.lowe@bilborough.ac.uk

Kirsty Lockton
Learning Support Manager Telephone:
0115 8515000
email: Kirsty.Lockton@bilborough.ac.uk

Michelle Harvey
Head of Student Support
Telephone: 0115 8515000
email: michelle.harvey@bilborough.ac.uk

Updated June 2018