



PLUMPTON
COLLEGE

The Inclusion Handbook

Supporting students to achieve their potential





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Welcome to the Inclusive Learning and Development team



Every student is important at Plumpton College and we pride ourselves on being inclusive.

We place great emphasis on providing support for students whether they are transitioning into college from school, on a study programme or taking the next steps to employment, an apprenticeship or further study such as Higher Education.

We have an excellent Inclusive Learning and Development team who will support you every step of the way.

*Catherine Hernandez,
Inclusive Learning and Development Manager*

We are a friendly, approachable team who are available to help you access any additional support or resources you may require for you to grow as an independent learner.

Working closely with tutors, we would like you to feel confident and supported in your learning and are happy to hear from you if you feel there is anything more you may need.

Dereen Taylor,
Inclusive Learning and Development Lead (Curriculum)

We offer personalised support which is centred on you. Whether you need occasional support or you have an Education Health and Care Plan (EHCP) and need regular support, we can assist you.

We will monitor your progress and work with you to achieve your learning goal.

Linda MacDonald,
Inclusive Learning and Development Lead (EHCP)

Adult learners and apprentices also benefit from our support to reach their study goals. We provide support to meet learners' individual needs, whatever they are studying – whether they are an apprentice or completing one of our adult study programmes.

Charlotte Tushaw,
Inclusive Learning and Development Lead (Apprentices and Adult Learners)

Support Information and Processes

At Plumpton College, we are committed to including and helping students with additional needs.

Our Inclusive Learning and Development team is here to help and guide students with a range of learning difficulties and disabilities. You can let us know about a learning difficulty or disability on your application form or at interview.

We support learners with:

- Dyslexia, dyscalculia and dyspraxia
- Autism Spectrum Condition
- ADHD

We can also support other specific learning difficulties. The types of support we offer are:

- Support at interview (if requested at application)
- Individual tutorials
- In-class support
- Note taking
- Support with practical activities
- Social communication group work
- Exam Access Arrangements (EAAs)
- Assistive technology (ClaroRead/writing slopes/overlays)
- Drop-in learning support (Structured Support)
- English and maths interventions
- Support with transition



Learning Support Assistants may support in practical lessons

Who delivers this support?

Within the team, we have experienced and qualified Learning Support Assistants (LSAs), Key Learning Mentors (KLM), an Autism Practitioner, specialist teachers, and assessors who are committed to offering the support you need.

We aim to:

- Support with transitio
- Make arrangements to support you through the application, interview and enrolment process (if requested)
- Meet with you to discuss your needs and complete a Support Plan
- Attend Education Health and Care Plan (EHCP) meetings and reviews (if applicable)
- Put support in place to enable you to access the opportunities available at college
- Liaise regularly with teaching staff to share the relevant information and provide updates regarding your support

- Support teaching staff with information and training about specific learning difficulties and disabilities
- Promote your independence
- Review the support you receive regularly
- Support your achievement and progression
- Discuss and agree with you any changes that will be made to your support
- Act in an inclusive and person-centred way at all times

Personal Development Programmes

We are pleased to offer students with an EHCP an additional day at college. Depending on the provision in their EHCP, students will be offered programmes in Healthy Living and Social Development, Resilience, and Business, alongside a Social Communication Group.

The programmes, which are delivered by our Inclusive Learning Practitioners, are dynamic and adapted to the specific group, with exciting projects, input from guest speakers and visits to the wider community.



“ It was great to meet other students before I started college in September as I didn’t feel so worried about not knowing anyone. ”



Transition to College

We want to help all new students settle into college life as quickly and successfully as possible. As part of the process, we can attend Annual Review meetings of Year 11 students with EHCPs.

We are pleased to offer a welcome coffee morning for parents/carers and new students, plus settling in sessions during July and August. These help with the transition to college and allow students to get to know the campus in relative quiet and meet other students and the Inclusive Learning and Development team members. We can also offer support during the enrolment process. A 'meet and greet' service from the college buses is also available, by arrangement, for the first week or two of the first term.

Interim reviews or check-ins with a Key Learning Mentor are held by the end of the first half term to ensure that our new students with EHCPs have settled in and that they are accessing all the support available. Students are also welcome to pop into the Inclusive Learning and Development office to discuss their support.

Outreach

We are excited to be able to offer a programme that is aimed at young people aged 16 –19 (or 16-23 with an EHCP) who are not in education, employment or training. It offers a flexible and bespoke transition back into full-time education.

The Outreach programme allows young people to explore different land-based projects and personal development themes to overcome their barriers to learning.

It aims to meet the needs of young people who are struggling to find their feet in education and help them to be confident about their next steps.

For more information, please contact Linda MacDonald (linda.macdonald@plumpton.ac.uk)

Tutors & Professional Development Coaches

Tutors and Professional Development Coaches play a vital role in helping students settle into college and achieve their potential.

They will:

- Introduce you to college life and other learners
- Help you set personal and academic targets within your Individual Learning Plan (ILP)
- Focus on healthy relationships, mental health, resilience and student voice during tutorial sessions
- Review your academic progress to ensure you are on track
- Help you to take necessary action following progress reviews
- Liaise with parents/carers, where necessary
- Liaise with Inclusive Learning and Development and attend annual reviews, if appropriate
- Help you plan your next steps towards the end of your course



Everyday Life at College

Getting to and from college:

Plumpton campus (BN7 3AE)



You can get the bus to and from the Plumpton College main site every day. The college has signed up with RideKura to improve all routes and journeys. You can find information on timetables, routes, ticket purchasing, and information about the coach app at: ridekura.com/plumpton

The main site is also served by two public buses. You can travel to the main local train stations (Lewes, Hassocks, Plumpton Green and Wivelsfield) and then connect with our bus network to reach us.

Stanmer campus - One Garden Brighton (BN1 9SE)



You can reach Stanmer Park easily via an extensive network of buses in and around the Brighton area.

Have a look at: www.buses.co.uk. Parking is operated by Brighton & Hove City Council, and fees apply.

Bus Route Map



Reporting an absence

If for any reason you can't get in to college or are unwell:

- Ring the college on **01273 892 100**
- Email away@plumpton.ac.uk
- Through the 'Report Your Absence' form on the website: <https://www.plumpton.ac.uk/student-info/student-absence-report/>

Please explain your reason for absence, giving your name, your course and your Personal Tutor.

The Wider College Experience

Student Support

Student Services is located by the snack bar in the main building. They can provide you with general information, bus tickets and bus information. One of the college's First Aid points is also located here, and Student Services are the first point of contact for students in distress.

The Student Wellbeing and Safeguarding team take referrals from personal tutors who feel students would benefit from additional support. The team may direct the student towards an external agency or the internal counselling service, if necessary, or work with the student themselves for a period of time, if that is considered more appropriate. Students can contact the team on the Wellbeing WhatsApp number 07387 411834.

Library

There is a well-equipped library with computer workstations. Library staff are on hand to offer support.

There is a wide selection of magazines, DVDs and books, including sections on wellbeing, graphic novels, speed reads and accessible fiction and non-fiction. There is also a quiet study area in the library annexe.



Social activities

You'll also be able to relax and socialise in our common rooms. We've got a snack bar with a pool table plus large screen TVs that play films and music for you to enjoy.

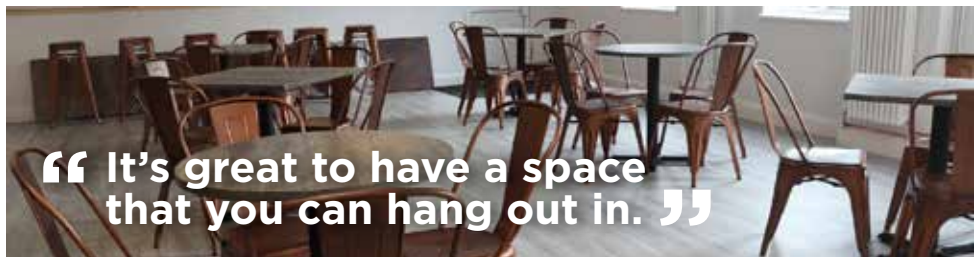
Many activities are organised by the Students' Union. Student representatives are elected to help run the Students' Union each year. Students are emailed each week to let them know what activities are taking place. Activities are advertised on noticeboards around the college.

We also have an extensive enrichment programme that is advertised each week. Activities include:

- Badminton and table tennis
- Gaming club
- Spanish lessons
- Basketball
- Board games
- Horse grooming
- Movie club
- Football

Furthermore, we have a newly refurbished gym, which students can use once they have completed a gym induction.

At enrolment, all students are issued with a lanyard (an ID card), which they must wear at all times when in college (except for some practical sessions). The lanyard identifies students (and staff) as members of the college community.



Plumpton College Local Offer

Plumpton College is committed to supporting all our students. Our Local Offer outlines our commitment to students with Special Educational Needs and Disabilities (SEND).

We work with local authority SEND teams and have strong links with secondary schools across East and West Sussex.

What we offer:

- Structured Support
- Lunch Club
- In-class support
- Social communication groups
- 1-1 for support with social, emotional and mental health
- Dyslexia specialist tutors

The Local Offer helps you find information about local services, support and events for children and young people aged 0-25 years who have Special Educational Needs and Disabilities (SEND).

For East Sussex:

www.eastsussex.gov.uk/childrenandfamilies/specialneeds

For West Sussex:

westsussex.local-offer.org/

For Brighton & Hove:

new.brighton-hove.gov.uk/special-educational-needs-and-disabilities



- | | | |
|-----------------------------------|-----------------------------|-------------------------|
| 1 MAIN BUILDING / RECEPTION | 12 VETERINARY NURSING | 23 LAMBERT FARM |
| 2 STUDENT SERVICES & COMMON ROOMS | 13 ANIMAL MANAGEMENT | 24 TRACTOR DRIVING AREA |
| 3 DINING ROOM | 14 WINE CENTRE | P1 VISITOR CAR PARK |
| 4 ADVENTURE EDUCATION & SPORT | 15 UNIVERSITY CENTRE | P2 STUDENT CAR PARK |
| 5 CLASSROOMS | 16 FOUNDATION LEARNING | P3 OVERFLOW CAR PARK |
| 6 EQUINE | 17 DOG GROOMING | P4 STUDENT CAR PARK |
| 7 SPORT PITCHES | 18 POTTING SHED CAFÉ | P5 VISITOR CAR PARK |
| 8 WORKSHOPS | 19 HORTICULTURE & FLORISTRY | I DINING HALL |
| 9 ENGINEERING & METALWORK | 20 AGRIFOOD CENTRE | O FIRST AID |
| 10 ST MICHAEL'S CHURCH | 21 BIOSECURITY CENTRE | |
| 11 ANIMAL MANAGEMENT | 22 FARM OFFICE | |



Frequently Asked Questions

1. How does the college know if I need extra help?

At Open Events and at interviews, students with learning difficulties will get an opportunity to discuss their needs with the Inclusive Learning and Development team.

We can also attend Annual Reviews at school, allowing the team to fully prepare to support young people moving into further education. During the year, you can discuss your needs with your tutor, or you can stop by and talk to us at our office in the main building.

2. What specialist services and expertise are available at the college?

Plumpton College has a team of Exam Access Arrangement Assessors qualified to teach and support Dyslexic learners. The assessors also carry out assessments of learners who have had exam access arrangements at school and will require concessions for exams, such as extra time, access to a reader, scribe or laptop.

Additionally, we have Key Learning Mentors, who provide regular 1:1 learning, social and emotional support and who deliver social communication support programmes. Our Autism Practitioner works closely with our students on the autistic spectrum to support them to understand how their autism may impact their learning and communication with staff and their peers. You do not need to have an EHCP to access this support.

Our team regularly participates in CPD (Continuous Professional Development) events and courses to develop their skills and strategies to support young people with SEND.

3. What role will the student's tutor play?

They will play a vital role in helping you to make the most of your time at college. They will help you to develop your personal and employability skills and make sure you are getting any support you need.

4. What's the difference between college and school?

Because funding at school is different from college, the support we give you will be different from what you have had at school.

College is not just about delivering education and training. It is also about helping you progress into adulthood by developing your personal, social and employability skills and encouraging greater independence and confidence.

5. How many days of the week does a full time course cover?

A typical full-time course at Plumpton is 3 days. You may have an additional work experience day or take the opportunity to access our Personal Development Programmes.

6. Can college manage the administration of medicines?

Student Services are not trained to administer medication. However, in some instances, they may hold medication for resident students to take in their presence.



“ Structured support really helps me understand the work I find difficult. ”

7. How do you assess and evaluate the provision in college?

We gather student feedback through surveys. Parents/carers are invited to make appointments to speak to the Inclusive Learning and Development team at our Open Door event in the autumn term to discuss your support.

We hold interim reviews at the end of the first half of the term for our students with EHCPs. There will also be an Annual Review meeting for each of our students with an EHCP. They will be invited to attend along with their parents/carers and other professionals.

8. Is there any support or advice available for next steps after college?

Yes, we have a Careers Team that is available to all students. You can book 1:1 appointments by emailing careers@plumpton.ac.uk. The Inclusive Learning and Development Lead (EHCP) will also support you in outlining your next steps at your Annual Review.

Transition support may also be available for students with EHCPs who are leaving Plumpton and moving into employment or on to university.

9. I'm not good at making new friends, where can I go at lunchtime?

Besides the dining room, snack bar and common rooms, there are benches around the campus where you can sit quietly and enjoy your lunch. Speak to your tutor if you would like more socialising support.

The Inclusive Learning and Development team also provide a supervised Lunch Club for students who would benefit from a quiet, safe space. We also offer support slots for help with assignments, English, Maths and personal organisation.

10. I don't have a laptop. What can I do?

We operate a long-term loan laptop system for all students with an EHCP or who are in receipt of a bursary. These can be borrowed from the IT department. For short-term (i.e. daily) laptop loans, visit the Library where you can use your student ID card to release one from the secure lockers.



“ Lunch Club is a good place to go if you want to meet new people. ”



Parent Testimonial

It was daunting starting a new college, and I wasn't even the pupil! School hadn't been a great experience, and I had huge concerns about how my child would cope.

My child may be aged 16 but in reality they are much younger with the added complications of physical disabilities, other medical complications, autism and mental health issues. Was the college even going to accept them? My child was granted a place after the college decided they could facilitate the current EHCP provisions.

My child was ecstatic. I was nervous. However, I couldn't falter the communication. We were invited to a coffee morning to introduce us to the college and the Inclusive Learning and Development team. There was no hesitation in answering all the questions thrown at them! Taster Days were offered throughout the holidays, and my child went to ALL of them and was welcomed. It made all the difference. Then the big day came.

On day one, my child started Plumpton College. My child, who, for the last few years, I had had to fight to get into a school, wasn't nervous. They knew exactly what they were doing, having been to all the taster days as far as they were concerned. All I can say was they couldn't wait for the next day and the days following. This was the first time that they had ever felt supported, understood and allowed to be themselves in a place of education.

My child was also given the option to attend an extra day on top of their normal timetable to help assist with social communication, resilience, healthy living and social development. This is done in a fun and dynamic way, exciting projects taking the lead from "The Apprentice" to projects including acts of kindness, working towards a certificate at the end of completion. This is proving a great success, and we soon nicknamed Tuesdays "learn to be nice to people day".

My biggest fear was that my child wouldn't ask for the help they needed because they didn't know how to. I needn't have worried. The team had listened to my concerns and had kept a close eye. The team didn't wade in, though. The team was excellent in managing the situation and making the right noises to encourage my child to find the way forward to get the right help needed.

If you want your child to be allowed to find independence, find themselves and learn the best way and the right way for them, I can not recommend Plumpton College highly enough.

Support, Information & Advice



Here are some useful contact details for national and local groups:

Mind (Mental Health)

www.mind.org.uk

National Autistic Society

www.autism.org.uk

Childline

www.childline.org.uk

0800 1111

ADHD Foundation

www.adhdfoundation.org.uk

British Dyslexia Action

www.bdadyslexia.org.uk

National Network for Parent Carer Forums

www.nnpfc.org.uk

Samaritans

www.samaritans.org

Hearing Loss

actiononhearingloss.org.uk

0808 808 0123

Self-harm

www.harmless.org.uk

SHOUT (Mental Health Crisis Service)

Text Shout to 85258

YES (Youth Emotional Support)

yes@westsussex.gov.uk

Contact Us

Please talk to us about your support needs before you apply to college, at enrolment or at any time during your course.

01273 890 454 | enquiries@plumpton.ac.uk | plumpton.ac.uk

“ The Learning Support Team at Plumpton College has been amazing. They have great taster days, and it was nice to make friends. Tuesdays, which are an extra provision day for students who need extra help, are also really fun, and it’s nice to feel accepted here! ”



This offer was accurate when written, but services are regularly reviewed and are subject to change. All information will be updated as soon as possible to reflect any new service offer. Updated April 2023.