



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.

We are a friendly, approachable team who are available to help you access additional support and resources to support your growth as an independent learner.

Working closely with tutors and teachers, we would like you to feel confident and supported in your learning.

We work closely with local authorities and external agencies to ensure that appropriate support is in place for our students with EHCPs.

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.

We are happy to hear from you if you feel there is anything more you may need.

The ILD Team

ILDTeam@plumpton.ac.uk

Support Information and Processes

At Plumpton, we are committed to including and helping all students including those with special educational needs and disabilities.

Our Inclusive Learning and Development team is here to support and guide our students, and you can let us know about a learning difficulty or disability on your application form or at interview.

We support learners with:

- Dyslexia
- Autism Spectrum Condition (ASC)
- 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 with reasonable adjustments in practical activities
- Social communication groups and activities
- Exam Access Arrangements (EAAs)
- Assistive technology
- Individual or small-group Structured Support study skills sessions
- Support with transition



Who delivers this support?

Within the team, we have experienced and qualified Learning Support Assistants (LSAs), Key Learning Mentors (KLMs), Inclusion Practitioners for ASC and ADHD and Specialist Tutors and Assessors who are committed to offering the support you need.

We aim to:

- Support with transition to college
- Explore different strategies with students with SEND to overcome barriers to learning
- Liaise with teaching staff and technicians to ensure reasonable adjustments are made
- Provide curriculum staff with information and training about specific learning difficulties and disabilities
- Attend Education Health and Care Plan (EHCP) meetings and reviews (if applicable)

- Promote your independence
- Review your progress with curriculum staff to share information and provide updates about your support
- Act in an inclusive and person-centred way at all times

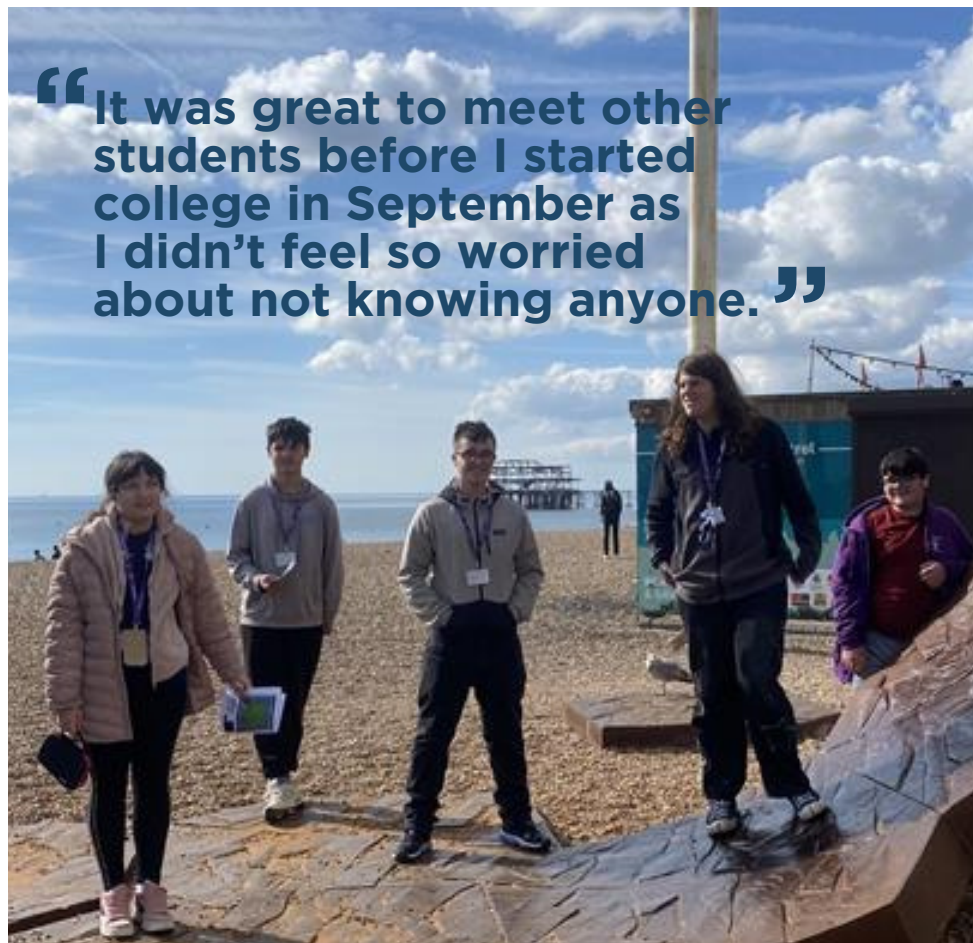
Preparation for Adulthood



We are pleased to offer students with an EHCP a targeted personal development programme. Students will be invited to attend activities focussing on Healthy Living and Social Development, Community Action and Employability, alongside opportunities to interact socially outside of their academic college programme.

The programmes are dynamic and adapted to the specific group with exciting projects and visits within 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 support all new students to settle into college life as quickly and successfully as possible. As part of the process, we can attend Annual Review meetings for Year 11 students with EHCPs.

Once a young person has been offered a place on a course and the consultation of their EHCP has been agreed, our new students and their parents will be invited to a coffee morning in April. This is an opportunity to find out more about the support we offer at college, learn how it may be different to support at school, and meet some of our current students and to have a look at the curriculum areas.

In July and August, we offer settling-in sessions for our new students with EHCPs as well as whole college welcome events with their curriculum staff. The settling-in sessions are designed to allow students to become familiar with the campus during a quieter time and to meet other students and the Inclusive Learning and Development team members.

At the start of the academic year, we offer a ‘meet and greet’ service from the college buses to support students to find their way around while they get to know the campus and their timetable.

Our Key Learning Mentors will be meeting with our new students with EHCPs during the first half-term to ensure they are settling in and that they are accessing all the support available. Students are also welcome to pop into the Inclusive Learning and Development offices to discuss their support.

Outreach

We are excited to be able to offer a programme that is aimed at young people aged 16 -18 (or 16 -21 with an EHCP) who have not been in education, employment or training. It offers a flexible and bespoke transition back into full-time education.

The Outreach Programme allows young people to complete a Level 1 Award in Land-based Studies and explore personal development themes to overcome their barriers to learning. Students who have not yet achieved a grade 4 in GCSE English and Maths will also be enrolled in these subjects.

For more information, please contact Emily Guffogg
(Emily.guffogg@plumpton.ac.uk)

Cohort Leads and Course Tutors

Cohort Leads and Tutors play a vital role in helping students settle into the college and progress on their course. They will:

- Introduce you to college life and other students
- Help you set personal and academic targets
- Monitor your attendance
- 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 the Inclusive Learning and Development team and contribute to EHCP Annual Reviews, if appropriate
- Support you to plan your next steps

Personal Development

All students will have a Personal Development lesson as part of their timetable. Our Personal Development Coaches support our students to build essential life and career skills through the Plumpton Skills Pathway (PSP), based on the Skills Builder framework. Additionally, they host various enrichment trips throughout the year in the UK and abroad. Previous trips include visits to Cadbury's World, the historic sights of Poland, Disneyland Paris and Kenya.

College IT systems

At Plumpton, we use Microsoft 360/Teams for all your class materials and assignments. You can download Teams onto your device(s) such as a smartphone, laptop and tablet.

You can use ProPortal to check your attendance, grades, meeting summaries, timetable and more. It can be accessed via the college website.

Login details will be provided during induction at the start of the academic year.

Everyday Life at College

Getting to and from college:

Plumpton campus (BN7 3AE)



You can get a college bus to and from the Plumpton College main site every day during term time. The college has signed up with Zeelo and you can find information about timetables, routes and ticket purchasing at:

app.zeelo.co/rides/plumpton-college

If preferred, you can travel to the main local train stations (Lewes, Haywards Heath, Plumpton Green) and then connect with our college 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**
 - Report your absence via your **student ProPortal**
- 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 in the bottom common room, The Hundred, in the main building. The Student Services team can provide you with general information and answer questions about the college bus service. 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.

Safeguarding

Referrals can be made to the Well-being and Safeguarding team who can arrange check-ins for students who need safeguarding support and interventions. They will then consider the student's individual situation and create a support plan if necessary. Students can contact the team on the Well-being WhatsApp number 07387 411834 during office hours.

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.

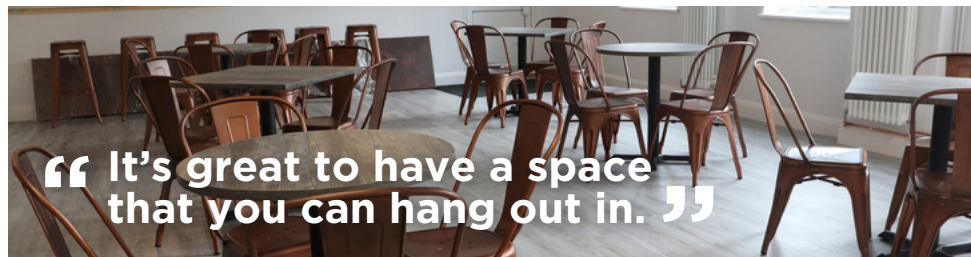
Many activities are organised by the Students' Union. Student representatives are elected to help run the Students' Union each year. Students are emailed each week to let them know what activities are taking place. Activities are advertised on noticeboards around the college.

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:

<https://www.1space.eastsussex.gov.uk/localoffer>

For West Sussex:

<https://www.westsussex.local-offer.org/>

For Brighton & Hove:

<https://www.brighton-hove.gov.uk/special-educational-needs-and-disabilities>



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

Besides the dining room and The Hundred, there are inside seating and benches outside around the campus where you can sit quietly and eat your lunch.

The Inclusive Learning and Development team also provide a supported Lunch Club with games and activities.

3. How many days a week will I be at college?

A typical full-time course at Plumpton is 3 days a week, although in some cases it can be 4 days. Most of the courses also require students to do an additional work experience day.

4. Can college manage the administration of medication?

No, Student Services are not trained to administer medication. However, in some instances, they may hold medication for students to take in their presence

5. If I fail the year, can I repeat the course?

Students are usually only funded to study a course once. Our Careers Team can support you to find alternative courses if you are not able to progress to the next level.

6. If I have an EHCP, can I study until I'm 25?

Although an EHCP can be maintained up to the age of 25, it can only remain open if you continue to make progress and/or until you go achieve a Level 3 qualification and move into higher education (Level 4 and above). If you go into higher education, you can apply for the Disability Student Allowance (DSA). Every student's pathway is individual to them. We recommend that our EHCP students who are older than 18 and who are ready to move into employment, consider doing the Supported Internship.

Please note that your EHCP will cease if you choose to go into employment.

7. How will my tutor know what reasonable adjustments I need in the classroom?

We have a monitoring system where all your strategies and adjustments are added to your learner profile. Your tutor will add them following information shared at interview and tutorial meetings. If you have ADHD or Autism, but you do not have an EHCP, a practitioner will check in with you to support you.

If you have an EHCP, the provision from your plan will be added to your learner inclusion plan and all staff have access to this.

8. Will my access arrangements from school roll over to college?

If you had exam access arrangements in school, our assessors will arrange to meet with you to discuss them. You can only be awarded exam access arrangements based on your current normal way of working, your tutor's feedback on how your difficulties impact you in the classroom and assessment scores. Please ask your school to forward details of your exam access arrangements to: exams.access@plumpton.ac.uk

Parent & Student Feedback

"We are so incredibly happy that we found Plumpton and that Jack finally found his place and people by coming to Plumpton. The tutors and support have been wonderful, he's finally felt understood and that his needs have been met so well; if only he'd been at Plumpton for his whole secondary experience as well! We are all happy beyond words, he's absolutely thriving."

Parent of a Level 3 Forestry student

"Everything is so good. I can't tell you how overjoyed I am at how well Tommy's getting on at Plumpton - he is absolutely loving forging and welding and all the practical work, and is dedicated to his course as well as settling so well into residential life; it's been like a miracle! Plumpton has been so excellent - before coming to college he was so isolated for many years. He is getting to grips with things like using technology for his work, and I can't tell you how wonderful everything is."

Parent of a Level 2 Blacksmithing student

Student quote:

"I feel like I've made a lot more progress with my learning this year and my support is really good, especially the LSAs. The LSAs are really helpful and make me feel supported and positive, they check in on me to see how I'm getting on, and my tutors do too. I feel like they know when I need a break or some help, the support they give is just really good especially with my medical needs which I'm managing better and using more. The LSAs make me feel that I can ask for help without being anxious. I've also made lots of new friends this year and love coming to college."

Level 2 Horticulture student

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



Support, Information & Advice



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

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

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.nnpf.org.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

“

I feel well supported at college, I know where to go if I ever need anything and appreciate knowing what's expected of me; I feel respected, and able to give respect back.

”



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 2026.