The Inclusion Handbook

Supporting students to achieve their potential
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Members of the Additional Learning Support team

Plumpton is a college where every student is important. At Plumpton 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 Additional Learning Support team who will support you every step of the way.

Catherine Hernandez
Learning Support 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**  
Learning Support Co-Ordinator

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**  
Learning Support Co-Ordinator (EHCP Focus)
Support Information & Processes

At Plumpton College we are committed to including and helping students with additional needs. Our Additional Learning Support team is here to help and guide students with a range of learning differences and disabilities. You can let us know about a learning difficulty or disability on your application form or at interview. At Plumpton, we support learners with:

- Dyslexia, dyscalculia and dyspraxia
- Autism Spectrum Conditions
- Mental health problems
- ADHD

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

- Support at interview
- Individual tutorials
- In-class support (readers, scribes and prompts)
- Note taking
- Support with practical activities
- Communication support
- Social communication group work
- Exam Access Arrangements (EAAs)
- Assistive technology (ClaroRead/writing slopes/overlays)
- Lunchtime drop-in learning support (structured support)
- English and Maths interventions
“Structured Support really helps me understand the work I find difficult.”

Who delivers this support?

Within the team we have experienced and qualified Learning Support Assistants (LSAs), Specialist LSAs, teachers, Communication Support Workers (CSWs) and assessors who are committed to offering the support you need.
We aim to:

- Support with transitioning from school
- Make arrangements to support you through the application, interview and enrolment process
- 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 on a regular basis 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 on a regular basis
- 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.

“Lunch Club is a good place to go if you want to meet new people.”
“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 arrange to attend Annual Review meetings of Year 11 students with EHCPs.

We are pleased to be able to offer a ‘Welcome’ coffee morning for parents/carers and new students plus settling in sessions during July and August. These help with transition and provide students with the opportunity to get to know the campus in relative quiet and to meet other students and members of the Additional Learning Support team. We also offer support during the enrolment process. Interim reviews are held at the end of the first half term to check how our new students with EHCPs have settled in and if they are accessing all the support available. Students are welcome to pop into the Additional Learning Support office to discuss their support.
Tutors

Tutors play a vital role in helping students settle in to 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 Additional Learning Support 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 Lewes Site (BN7 3AE)**
You can get the bus to and from the Plumpton main site every day. There are timetables for each bus route online and you can buy bus tickets from Student Services. You may also be entitled to help with travel costs via our bursary system which varies according to our different sites. The main site is also served by two public buses and you can travel to the main local train stations (Lewes, Hassocks, Plumpton Green and Wivelsfield) and then connect with our bus network in order to reach us.

**Stanmer Park (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 free at Stanmer Park, however there is limited availability.

**Netherfield (TN33 9QB)**
There’s a daily shuttle bus to and from Battle for all students. Parking is free at Netherfield, however there is limited availability.

**Reporting Absence**
If for any reason you can’t get in to college or are unwell:
- ring the college on 01273 892100
- text 07860 004267
- email away@plumpton.ac.uk
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 Support Co-ordinator (SSC) takes referrals from personal tutors who feel students would benefit from additional support. The SSC 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.

Library
There is a well-equipped library with computer work stations. 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. Each year, student representatives are elected to help run the Student Union. Students are emailed each week to let them know what activities are taking place. Activities are advertised on noticeboards around the college.

**Activities include:**

- Cinema trips
- Ice skating
- Bowling
- Badminton
- Film club
- Sailing
- Indoor climbing wall
- Summer ball

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.

“It’s great to have a space that you can hang out in.”
“I really like the practical lessons.”
Plumpton College
Local Offer

Plumpton College is committed to supporting all our students and our Local Offer outlines our commitment to students who have 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 help with social, emotional, mental health support
• Dyslexia specialist tutors

The Local Offer helps you to 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
How does the college know if I need extra help?
At information events and at interview, students with learning difficulties will get an opportunity to discuss their needs with the Additional Learning Support (ALS) 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 who will contact the ALS team or you can stop by and talk to us in the Additional Learning Support office in the main building.
What specialist services and expertise are available at the college?
Plumpton has a team of Exam Access Arrangement Assessors, who are 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. The team also has Communication Support Workers who are qualified British Sign Language signers who can assist learners who require support to access the curriculum. Additionally, we have Specialist LSAs who are qualified to offer social and emotional 1-1 support and a specialist team who deliver social communication support programmes to small groups in and out of lessons. Our whole team regularly take part in CPD (Continuous Professional Development) events and courses to develop their skills and strategies to support young people with SEND.
What’s the difference between college and school?
Because funding at school is different to college the support we give you at college will be different to 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.

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 additional support provision.
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.

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 for them to take in their presence.

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 ALS team at our Open Door events in the autumn and spring terms to discuss your support. We hold interim reviews at the end of the first half term for our students with EHCPs. There will also be an Annual Review meeting for each of our students with an EHCP and they will be invited to attend along with their parents/carers and other professionals.

Is there any support or advice available for next steps after college?
Yes, we have a Job Shop that is available to all students. The Learning Support Co-ordinator will also support you to outline your next steps at your Annual Review.

I’m not good at making new friends, where can I go at lunchtime?
Besides the dining room, snack bar and common room, there are benches around the campus where you can sit quietly and enjoy your lunch. Speak to your tutor if you would like more support with socialising and they can contact the Additional Learning Support team who provide a supervised Lunch Club. There are also drop in Structured Support sessions in the IT suite.
Support, Information & Advice

Contact details for national and local groups that might be of use to you:

**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.nnpcf.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.

You can contact us on:

01273 890454
enquiries@plumpton.ac.uk

“It’s phenomenal here at Plumpton!”

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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 May 2019.