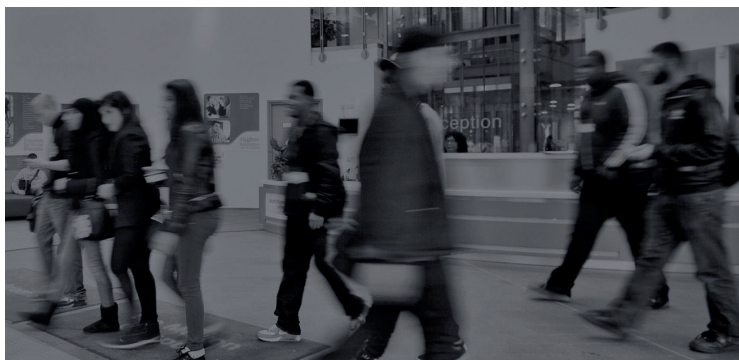


WELCOME **GUIDE** PARENTS/CARERS

FOR STUDENTS AT MERTON COLLEGE



THIS INFORMATION IS TO HELP YOU UNDERSTAND A BIT MORE ABOUT COLLEGE LIFE AND HELP YOU TO KEEP IN TOUCH WITH US THROUGHOUT YOUR YOUNG PERSON'S TIME WITH US.

Your young person has been enrolled on a study programme and depending on the course level, they could be with us on a full-time course anywhere from one year, to up to four years. During their time with us, we endeavour to support them with expert teachers who can develop their academic or technical understanding of their chosen course or area of study.

We believe that parents/guardians/carers are a key part of your young person's success at college and we look forward to working alongside you to ensure the best future for your young person.

We want to create a Safe and Positive Environment. The College is dedicated to providing a secure, friendly, and positive atmosphere for both students and staff. To ensure everyone is aware of their responsibilities while studying or working here, the College has developed a range of policies and procedures. You can find the primary policies and procedures on our website:

<https://stcg.ac.uk/about/policies-and-procedures>

ATTENDANCE

We endeavour to prepare our students for the World of Work during their time at college, we assist learners in developing the knowledge, skills, and attitudes necessary for success in the workforce. We expect the same commitment to attending college as they would display in a job. Just like in any employment, full college attendance is critical for successful program completion. Learners are expected to attend **all scheduled sessions and activities** related to their program to maximize their chances of obtaining qualifications and preparing for future opportunities.

Please encourage your young person to attend all sessions on time because, unless there is a good reason, we expect 100% attendance. If for whatever reason, students can't come into college, we need them to tell us in advance by either calling or emailing: on the contact information below.

**school.administrator@stcg.ac.uk or
phone 0208 714 6720**

We operate a daily text messaging system if your young person is absent from their class at College. The automated texts are sent out twice a day, one at 10.30am and the other at 3pm. If you have reported an absence beforehand please do disregard this message if you receive one as there is sometimes a delay in marking the register as sick once you let us know. If you have a query about a text please contact the number above.



Message from the Principal for Carshalton College and Merton College

Dear Parents and Carers,

As we start the new academic year, I would like to take this opportunity to welcome parents and carers of new and returning students to the South Thames College community.

I am delighted to share with you our latest Ofsted Inspection for South Thames Colleges Group (STCG) which is our best ever! Two Outstanding grades were achieved for students' Personal Development and Behaviour and Attitudes, with an exceptionally Good grade overall. The group is proud of its students and staff for this amazing result. Read the full Ofsted reRort here.

This newsletter provides key information on how to communicate with us, as well as significant dates and details of upcoming events.

This opening half term is very important in ensuring students' future success. Returning students will be researching their progression options and working on their applications for university, Apprenticeships or employment. New students will be settling into College life and developing the study habits and routines that are essential to academic success.

I hope the information contained within this newsletter will help you to support your young person to settle into College as quickly as possible and help them to make the most of their time here from the outset. We also have many learning opportunities for parents to engage with at the College, further details towards the end of the newsletter.

With best wishes for the coming academic year.



Julie Percival
Principal

THE 16-18 STUDY PROGRAMME EXPLAINED

A full-time study programme can be between 2.5 days to 5 days in College (or in placement) depending on the programme. All study programmes contain the following:

CORE

This is the main formal qualification your young person will be working towards and will form the largest part of their timetable.

ACADEMIC SUPPORT

This is one hour per week and ensures your young person is staying on track with their academic progress.

PASTORAL SUPPORT

This is also one hour per week and helps students with their Personal Development – Our diverse programme covers 4 main themes:
Health and Wellbeing – Supporting our students to look after themselves and develop healthy, safe and fulfilling lifestyles.
Citizenship – Helping students to identify and model what it is to be an active and successful member of any community.
Cultural Capital – Encouraging students to develop interests and knowledge beyond their core qualification. Helping them to be more curious about the world and supporting greater social mobility.
Careers – Getting students ready for the world of work and supporting them to plan their next steps, be that an apprenticeship, Higher Education or employment.

ENGLISH & MATHS

Recognising the importance of a good level of literacy and numeracy skills for future employment opportunities and lifelong application, your young person will continue to work towards achieving at least a GCSE grade 4 in both. Those who have already achieved this will still have elements of maths and English embedded throughout their core curriculum to ensure these skills continue to be applied and maintained.

WORK EXPERIENCE

Every young person will be supported to undertake work experience. The type and amount of work experience will depend on their core qualification.

DIRECTED INDEPENDENT STUDY

Is additional work set by the Academic Tutor relating and enhancing your young persons curriculum to provide extra skills and knowledge with the aim to achieve higher grades. This can be completed in college using our PCs in dedicated classrooms or the LRC, or at home if you have suitable IT equipment.

LEARNING CURVE

This is an online programme which supports the personal development of your young person covering subjects such as money matters and safeguarding. Like DIS, This can be completed in college using our PCs in dedicated classrooms or the LRC, or at home if you have suitable IT equipment.

TERM DATES:

Autumn Term 2024

Monday 9 September 2024 - Friday 20 December 2024

Half term: Monday 28 October 2024 - Friday 1 November 2024

Staff Training Day 24 October 2024*

Staff Training Day 20 December 2024*

*speak to your tutor whether your classes are running that day.

Christmas break: Saturday 21 December 2024 - Sunday 5 January 2025

Spring Term 2024

Monday 6 January 2025 -Friday 4 April 2025

Half term: Monday 17 February 2025 - Friday 21 February 2025

Staff Training Day 6 February 2025*

Staff Training Day 12 February 2025*

*speak to your tutor whether your classes are running that day.

Easter break: Monday 7 April 2025 - Monday 21 April 2025

Summer Term 2024

Tuesday 22 April 2025 - Friday 4 July 2025

Half term: Monday 26 May 2025 - Friday 30 May 2025

Staff Training Day 6 May 2025*

Staff Training Days 7-10 July 2025*

Staff Training Day 19 August 2025*

*speak to your tutor whether your classes are running that day.

BANK HOLIDAYS

25 December Wednesday Christmas Day

26 December Thursday Boxing Day

1 January Wednesday New Year's Day

18 April Friday Good Friday

21 April Monday Easter Monday

5 May Monday Early May bank holiday

26 May Monday Spring bank holiday

ADDITIONAL INFORMATION

KEY CONTACT DETAILS

Pastoral Tutor: _____

Contact email: _____ Phone: _____

Academic Tutor: _____

Contact email: _____ Phone: _____

Team Leader: _____

Contact email: _____ Phone: _____

Deputy Head of School: _____

Contact email: _____ Phone: _____

REPORTING AN ABSENCE

Contact email: school.administrator@stcg.ac.uk

Phone 0208 714 6720

LRC OPENING HOURS

Monday 8.30-18.00

Tuesday 8.30-18.00

Wednesday 8.30-18.00

Thursday 8.30-17.00

Friday 09.00-16.00



COMMUNICATION

Parent information can be found on our website:

www.stcg.ac.uk/merton-college/parent

This includes a link and the information on how to access our Parent Portal which contains details of your young person's attendance, teacher comments and progress.

HOW YOU CAN HELP

College is a place where young people develop their independence and with it comes an expectation of independent learning. **This will inevitably mean private study and homework.** Please do all you can to support them during their study and if you have any concerns, don't hesitate to get in touch.

MATHS & ENGLISH

INFORMATION

FOR STUDENTS AT CARSHALTON & MERTON COLLEGE

THE COURSE

GCSE ENGLISH LANGUAGE - AQA (8700)

GCSE Maths - EDEXCEL

Students should make every effort to attend all lessons, complete assignments, mock exams and use online resources to support the classroom learning.

The GCSE English language exam is split into three parts:

- Paper 1 - 50% (Explorations in creative reading & writing)
- Paper 2 - 50% (Writers' viewpoints and perspectives)
- Speaking and Listening assessments

The GCSE maths exam is split into three parts:

- Paper 1 – Non Calculator
- Paper 2 - Calculator
- Paper 3 - Calculator Progression: GCSE English Language and maths is essential if you wish to progress onto higher level vocational courses or university.

GCSE 2025 DATES

English

Paper 1 (English Language) - Thursday 23rd
May 2025, 08.30 am

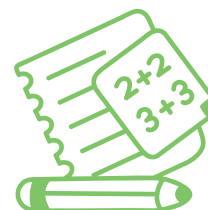
Paper 2 (English Language) - Friday 6th
June 2024, 08.30 am

Maths

Paper 1 (Non-Calculator) - Thursday 15th May
2025, 08.30 am

Paper 2 (Calculator) - Wednesday 4th June
2025, 08.30 am

Paper 3 (Calculator) - Wednesday 11th June
2025, 08.30 am



THE FINAL EXAM

The Final Exams are sat on TWO DAYS (ENGLISH), THREE DAYS (MATHS). You will be unable to sit them at any other times, this is an exam board rule, not ours. DO NOT BOOK HOLIDAYS AT THIS TIME. Students must make sure they bring: Black pen(s) College ID GCSE English and maths provisional exam dates will be published later. Failure to attend a GCSE exam could jeopardise your progression on to the next level of your course within the STCG Group.

Resources and support In addition to the weekly timetabled sessions, we have a vast range of resources including our virtual learning environment called MOODLE, BKSB and MathsWatch (please see resources for maths on the next page). We deliver English and maths booster sessions and exam revision workshops during half-terms and Easter Holidays. Small Group Tuition sessions are available to students and provide extra support with English and/or maths to improve students' knowledge and skills to enable them to achieve higher grades. ProPortal is a student monitoring system at College. This is where students' targets and assessment results are visible. You can support your son/daughter by ensuring that they attend English and maths lessons, complete weekly set homework and take advantage of the resources and support offered. You can also improve your own English and maths skills by taking an English and / or maths course in the evening sessions, joining the growing number of adults who are achieving qualifications in English and maths.

ARE YOU READY TO LEARN?

Support your peers and ensure great lessons with these **classroom expectations**



Your ID badge must be worn and visible at all times

Worn around your neck on a lanyard



Hats and hoods must not be worn in College

Headwear for religious or for medical reasons maybe worn only with permission by the Principal



Mobile phones away during lessons

Unless permission is granted for a lesson activity as guided by your lecturer



Coats off and on the back of your chair

Or stored safely on a hanger or in a locker



Headphones out and away during your lesson

We want you fully engaged in your lessons

STUDENT CODE OF CONDUCT

THE FOLLOWING LISTS ARE NOT COMPREHENSIVE OR EXHAUSTIVE.

The following examples of behaviour meet the acceptable standards of conduct:

- Complying with all Group policies and procedures
- Behaving in a way which values people equally respecting the democratic values of freedom of speech, appreciation of different beliefs, the rule of law and individual liberty
- Being kind, hard-working, respectful and polite at all times
- Complying with reasonable requests by College/Group staff
- Seeking help and support when needed
- Treating the College/Group buildings, facilities and equipment with care
- Reporting any damage to College/Group property or equipment to a member of staff
- Accessing the College internet for educational purposes only
- Ensuring that all College work and assessments are written in the student's own words

The following examples of behaviour may be regarded as minor misconduct and misconduct which may lead to informal action or a formal/final written warning:

- disruptive behaviour
- rudeness, impolite or inconsiderate behaviour
- offensive language
- plagiarism/copying the work of other students or staff or cheating
- refusal to comply with a reasonable instruction of College/Group staff
- persistent absence or truancy
- acting in an unsafe manner or not co-operating with safety procedures
- smoking in non-designated areas
- misuse of email/the internet/College resources
- minor breaches of the Group policies and procedures e.g. Health and Safety, Mobile Phone, Smokefree
- disrespect for College/Group staff
- failure to record progress and targets in ProPortal
- receiving a criminal conviction

Some of these examples could also be considered gross misconduct, depending on their seriousness and/or number of incidents.

STUDENT CODE OF CONDUCT CONT...

THE FOLLOWING LISTS ARE NOT COMPREHENSIVE OR EXHAUSTIVE.

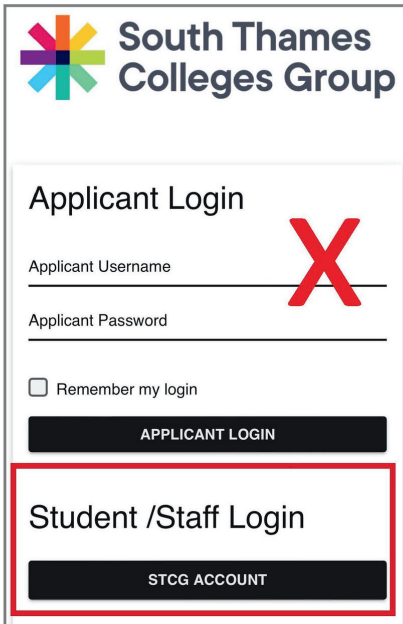
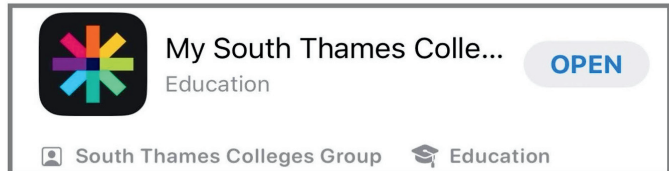
Examples of gross misconduct which may lead to temporary or permanent exclusion include:

- repeated or persistent acts of minor misconduct or misconduct
- fighting, violent behaviour, or use of physical violence
- foul language used in an aggressive or threatening manner
- exhibiting antisocial, aggressive and/or loud behaviour at any time including when travelling to and from College/Group premises
- discriminatory language or behaviour
- sexual harassment/misconduct
- deliberate and significant damage or vandalism to College/Group property or the property of others
- bullying/intimidation
- theft
- causing a serious safety hazard
- breaches of the Group policies and procedures e.g. Health and Safety, Mobile Phone, Smokefree, Drug and Alcohol, IT and Data Protection, Safeguarding
- possession or use of a weapon or anything which resembles or which can be used as a weapon
- fraud
- attempting to enter College/Group premises while suspended
- failure to disclose a criminal conviction
- receiving a criminal conviction
- bringing the College/Group into disrepute (actual or potential), including via social media

Getting started with the MySTCG app


This guide explains how to login to the app using your student login details. Please see the section below if you have previously logged in to the app as an applicant.

1. Download the app in your App Store or Google Play.



**South Thames
Colleges Group**

Applicant Login

Applicant Username 

Applicant Password

Remember my login

APPLICANT LOGIN

Student /Staff Login

STCG ACCOUNT

2. Open the app and click on the small person icon in the bottom right hand corner.

3. At the login page, click on the '**STCG ACCOUNT**' button under the 'Student /Staff Login' heading. **Do not use** the Applicant Login section.

Please note, you will need to have **already created** your student login and password.

4. Sign in using your student email address and password. Your email address will be:
yourstudentID@student.stcg.ac.uk

Already logged in as an Applicant?

If you are already logged in as an Applicant, you can stay logged in. Please note, you may need to **refresh the app** to show your timetable.

How can I see my timetable?

Your timetable will show on the app homepage. To see your upcoming classes, click on 'View more'. This will show all of your classes for that week.

What can I do in the app?

The app is the easiest way to access all of the college systems including **Moodle**, your **college email** and the **Welcome Portal**. You can also apply for the bursary, access pastoral support and check term dates.

Need any more help?

If you have any questions, please create a help ticket on the **AskLRC Help Centre** at www.stcgasklrc.com/create-ticket

STUDENT SUPPORT SERVICES NEWSLETTER

2024/2025

WELCOME TO TERM 1

This Newsletter is here to provide students with essential information and guidance on a variety of support services available at Carshalton and Merton College.



INSPIRATIONAL QUOTE OF THE TERM...

“Believe you can and you are half way there.”



STUDENT SUPPORT CENTRE

Drop into the Student Support Centre on the ground floor. We provide advice on wellbeing, bursaries, careers and any other support queries.

OPENING HOURS:
MONDAY-THURSDAY:
9AM-3PM
FRIDAY: 10 AM - 2PM



**DREAM.
BELIEVE.
ACHIEVE.**

STUDENT SUPPORT ARE:

WELLBEING AND COUNSELLING



BURSARY & TRANSPORT



CAREERS



ENRICHMENT HUB



1-1 SUPPORT



CC & MC EXTRA



BURSARY

If your household income is less than £30,000, you may be eligible for financial assistance. Use the QR code to apply for the bursary now!

If you experience any issues, pop in to Student Support or login to the Pay My Student Portal

<https://stcg.paymystudent.com/portal/>



COUNSELLING AND WELLBEING HUB

Our mental health offer features:

- College Counselling
- NHS Education Wellbeing Guided Self Help
- Wellbeing Cafes
- Social Prescribing Services (MC) and Drama therapy (CC)
- The 3 A's Support Groups (Anxiety, Anger, Addiction)
- Mental Health Forum Meetings
- Student Wellbeing Ambassador Programme
- Awareness Campaigns e.g. #HelloYellow; Mental Health Awareness Week



SWAP, DONT DROP!



Speak to your Tutor or visit Student Support to discuss what other courses/options are available to you.

CAREER PATHWAYS

Do you feel unsure about your course? Want to talk about your next steps and progression? Need assistance in building a strong CV? We can help!



Come to Student Support for drop-in session times or to book a 1-2-1.

The College has access to Kudos: an excellent careers resource where you can:

- Research different careers
- Create a competitive CV
- Search for apprenticeships
- Look for local job opportunities



SOCIAL PRESCRIBING

'Enable', a social prescribing service are working with Merton borough students. Pop into Student Support for more information!

Our link workers can help you manage stress, loneliness, meeting new people, learning new skills, exercising and much more.

You can refer yourself or you can talk to a GP, school nurse, parent, teacher or other adult and ask them to refer you.

"I've always had trouble having these conversations but my link worker knew the right questions to get me talking and out of my head"

Scan the QR Code below for more information or to self refer.

cypmerton@enable.org.uk
www.enable.org.uk/cypmerton

Togetherall, is an anonymous safe and moderated FREE 24/7 wellbeing platform offered to you by the College.

The service allows you to chat and gain access to resources such as journaling, setting goals and logging your mood.



togetherall

MOTIVATE MERTON

Motivate Merton is a mentoring service offered to under 24s.

This service aims to enable you to reach your full potential socially and contribute positively to communities. Please pop in to Student Services for more information!



STUDENT ENRICHMENT

CC & MC XTRA

Starting from October, our varied and exciting enrichment programme begins. Keep an eye out for posters around college! to find out more!



- Free access to Pulse Health and Fitness 10am - 4pm
- Table Tennis
- Girls Gym Sessions
- Boxing
- Youth Club
- Football
- Jewellery Making
- Drama Club



To name but a few!

THE ENRICHMENT HUB



- Play Pool/Table Tennis
- Socialise with friends
- Chill out
- Listen to music
- Play video & board games
- Join with theme days/events

The Enrichment Hub is open every day. Look at the timetable of events for more information.



LEARNER VOICE/FORUMS

Would you like us to hear your views and opinions? Join our learner voice/forums and have your say and make a difference.

- Mental Health & Wellbeing
- College Community Safety
- Consent/Healthy Relationships
- LGBTQIA+



GOT YOUR PERIOD? WE'VE GOT YOU!

Pick up your FREE sanitary products at Student Support Services.

Ask for the Red Box



The Red Box Project



HE FAIR

Join us for our annual Higher Education Fair on Tuesday 8th October from 12-2pm at Merton Campus.

Universities will be giving you an opportunity to find out about courses, admissions, student finance, and more regarding university life. See you there!

FRESHERS FAIR

Join us for a fun filled afternoon celebrating all our new students!

MUSIC

FOOD

STALLS

ACTIVITIES

Merton

Carshalton

24th September 2024

26th September 2024

OYSTER CARD

FREE travel on buses and trams If you are:

- Aged 18 or under on 31st August 2024
- Studying full time
- Living in a London borough



Apply for the 16+ Student Oyster card:

<https://tfl.gov.uk/fares/free-and-discounted-travel/16-plus-zip-oyster-photocard>

STUDENT DISCOUNTS

All students are eligible to apply for an NUS and a Unidays and Student Beans Account.

They all offer a wide range of discounts from a number of high street retailers, leisure facilities and travel.

- ASOS
 - Booking.com
 - Amazon
 - JD
 - PureGym
 - Miss Guided
- Many more...

UNiDAYS
Perks of Student Life

SB
StudentBeans
Making student life a little sweeter and a lot cheaper

nus
extra
982612 1234 7654 9185
Lucy Turner date: 08/12/21
National Union of Students

Proportal for Parents

Proportal is the name of the software that allows us to give parents access to all the relevant information about a learner's progress and performance on all parts of their Programme of Study.

The web address for Parents to access Proportal outside of college is <https://proportalext.stcg.ac.uk>

The Parent usernames will be:

1234567P

Where 1234567 is the Student ID (Student ID's can be different length's depending on which college they attend)

Their Password will be

P19101967

Where 19101967 is the DoB of the Student in the format ddmmyyyy.

In both cases the "P" is capitalised.

The actual Student ID number and the DoB will never be given to you from Staff, you should seek this information from the learner.

When you have logged in you will see a picture of the learner, clicking the picture will open the page shown below with summary information of key performance indicators used in college. Further detailed information can be found in the 5 menus on the top right of the screen. These are all shown and explained within this document.

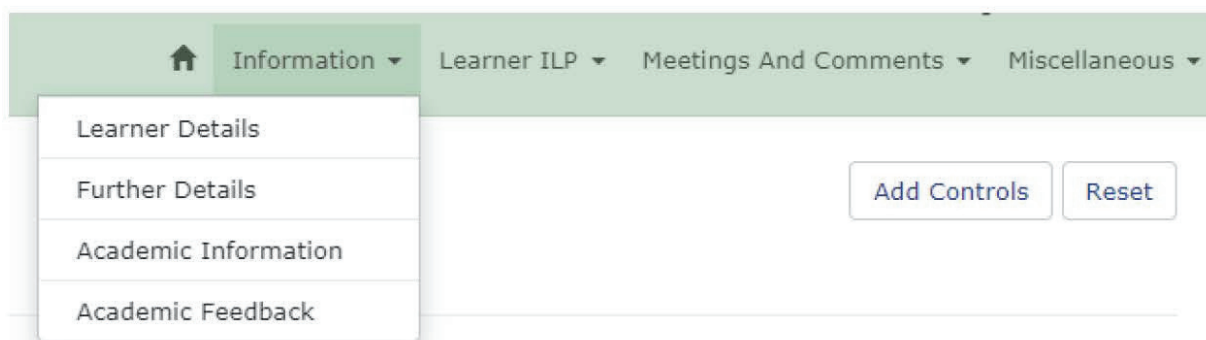
The screenshot displays the Proportal interface for parents. At the top, there is a navigation bar with the 'proportal' logo and a user dropdown menu showing '16/17'. The main content area is divided into several sections:

- Notice Board:** A 'Welcome to ProPortal' message.
- My Attendance & Punctuality:** Shows 'Attendance' at 80% and 'Punctuality' at 97%. There is a 'More...' button.
- Recent 'My Comments':** Contains messages from 'Additional Learner Support' and 'Personal Tutor' regarding support referrals and attendance.
- Upcoming Meetings:** Shows 'No Records' with a 'More..' button.
- Upcoming Assessments:** Lists several assessments, including 'Electrical Installation Diploma Level 1 SWP2 - SWP2 Practical - Access Equipment' and 'Electrical Installation Diploma Level 1 EL2 - EI2 Practical Task - Radial Socket Outlet'.
- Academic Information:** Shows progress bars for 'Electrical Installation Diploma Level 1' (Projected: 132), 'Maths: Stretch & Challenge', and 'FS English' (Projected: 72).

At the bottom of the interface, there is a footer with 'Compass Computer Consultants Ltd.' and a 'Timeout: 18 mins' indicator.

Proportal for Parents

Information Menu



Academic Information

Here you can select any individual part of a learners Programme of Study. This will include the main subject and also Math and English where applicable. In each case you will see detailed information of the progress to date and units and assessments still to be completed.

Learner Details

Here you will see personal information declared by the learner at enrolment. You will also see their courses with the names of the respective managers and teachers for each part of their Programme of Study.

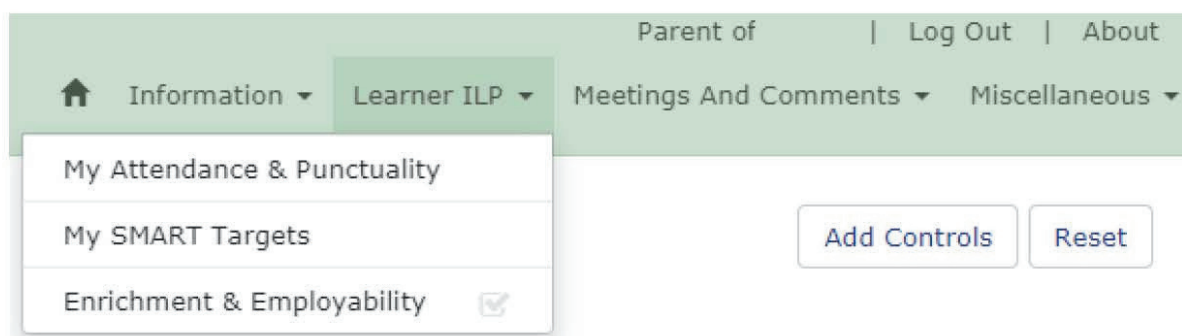
Achievements On Entry

Here you will see a list of all the achieved qualifications declared by the learner at enrolment.

Assessment Schedule

Here you will find dates of planned assessments.

Learner ILP Menu



My Attendance & Punctuality

Here you will find detailed attendance and punctuality information for all parts of a learners Programme of Study.

My Smart Targets Menu

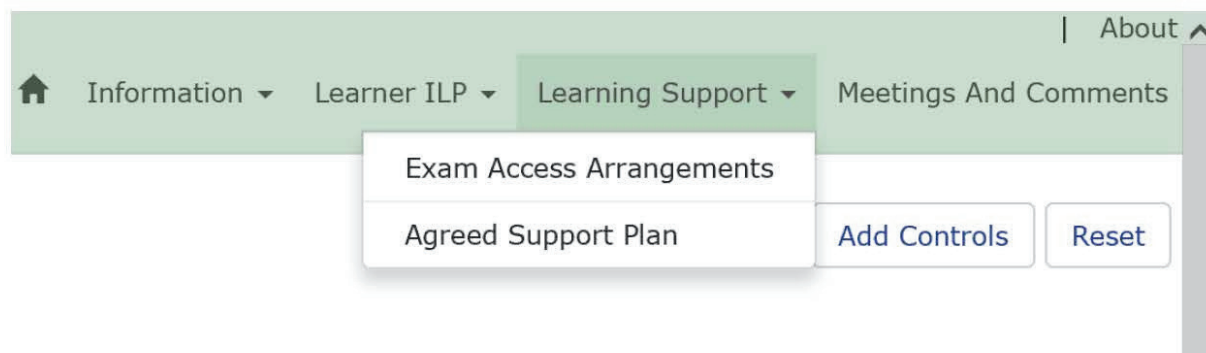
Here you will find detailed information about SMART Targets set by teachers and support staff for all parts of a learners Programme of Study.

Proportal for Parents

Enrichment and Employability

Here you will find detailed information about any work related activities or enrichment activities attended by the learner.

Learning Support Menu



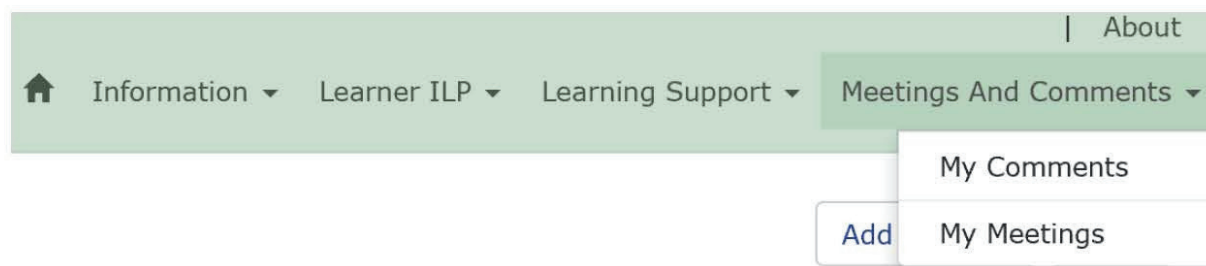
Exam Access Arrangements

Where applicable, here you will find detailed information about any specific Exam Access Arrangements that have been authorised for a learner.

Agreed Support Plan

Where applicable, here you will find detailed information about any agreed support that has been declared by the learner and authorised for a learner. This may also include support that has been requested or suggested by a member of staff.

Meetings and Comments



My Comments

Here you will see comments made by teachers, managers and support staff.

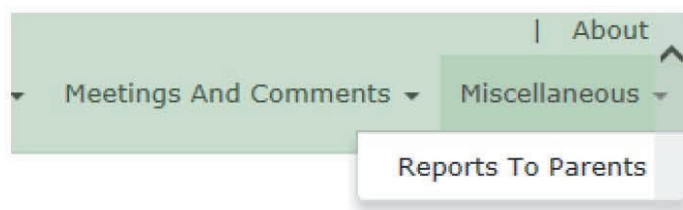
1-2-1 meetings are now recorded in Comments to simplify the process for learners.

My Meetings

Here you can see detailed information about meetings a learner has attended. These include disciplinaries where applicable.

Proportal for Parents

Miscellaneous



Reports to Parents

Here you can see specific performance indicators and some summarised comments on a learners progress to date at the time of the parents evening.

If you have any problems accessing Proportal please email: steve.lynch@stcg.ac.uk



South Thames
Colleges Group

YOUR EXAM ACCESS ARRANGEMENTS (EAA) DO NOT TRANSFER FROM SCHOOL.

FOR YOUR
EAA TO BE
APPROVED
AT MERTON
COLLEGE YOU
MUST SEE

**PRATIBHA
PATEL**
ROOM C129
PHONE 0208
408 6402

“

**NO EAA
FOR EXAMS
WILL BE
APPROVED
AFTER THESE
DATES.**

”



**NOVEMBER
GCSE RESIT
DEADLINE
FOR EAA:
30TH
SEPTEMBER
2024**

**JANUARY
BTEC EXAMS
DEADLINE
FOR EAA:
15TH
NOVEMBER
2024**

If we haven't been informed of the need for an EAA assessment by these dates we may not be able to accommodate late requests.

**ALL OTHER EXAMS E.G. VTCT, C&G,
GCSE, GCE, NCFE, T LEVELS ETC.
FOR EAA: 31ST JANUARY 2025**



THE INCLUSIVE LEARNING DEPARTMENT SUPPORT FOR STUDENTS

WHAT SUPPORT IS AVAILABLE?

We encourage learners to disclose a learning difficulty, disability or health condition on the application form. We will then assess your needs and recommend one of the following:

- **Learning Support**
- **Tutor Led Support**

LEARNING SUPPORT:

If you are assessed as having a learning difficulty, disability or health condition that significantly impacts your learning, you will be invited for a Support Interview and a 'Meet the Tutor' session before any offer can be made.

It is very important that you bring to your Support Interview any documents relating to your support needs e.g., an Education, Health and Care Plan, exam access arrangement assessment, diagnosis of dyslexia, educational psychologist report.

Depending upon the outcome of this support interview, we will recommend either tutor led support, agree an initial support plan with you or make recommendations for further support. We will then pass this information to your course interviewer, so they are aware of your support needs.

TUTOR LED SUPPORT:

Our tutors and lecturers receive training on inclusive teaching methods and can adjust, such as providing handouts in advance, breaking down assignments and supporting you with group work. Your tutor will discuss these adjustments with you and record them on the Tutor Led Support page on Pro-Monitor. This is the College system, for sharing information for example about support needs and academic progress with everyone who works with you.

WHAT TYPE OF SEND SUPPORT IS AVAILABLE IF YOU HAVE AN EHCP?

The Learning Support team will agree a package of support with you and your local authority. This is to help you to achieve on your course, meet the outcomes in your EHCP and so you can be as independent as possible. You will be allocated a Lead Professional who will coordinate your support, organise annual reviews and act as your point of contact.

THE TYPES OF SUPPORT THAT MAY BE OFFERED ARE:

- In class support for learners with a range of learning difficulties, mobility, medical, social and emotional or mental health needs that significantly impact on their education.
- Out of class support in the form of 1:1's, small groups or drop-ins.
- Exam access arrangements e.g. extra time, reader, scribe, for learners with a range of learning difficulties.
- Specialist software to support reading and proofreading for learners with literacy difficulties.
- BSL communicator and or note taker for learners who are deaf or hearing impaired.
- Integrated speech and language therapy for learners who have for example, significant communication support needs.
- Speech and language therapy and 1:1, social skills groups.
- Safeguarding plan for learners with for example additional vulnerabilities such as mobility, medical, sensory or mental health needs.
- Personal evacuation plan for learners with for example anxiety, mobility, medical or sensory support needs.
- Personal care for learners who have a physical disability.

WHAT TYPE OF SUPPORT IS AVAILABLE IF YOU DON'T HAVE AN EHCP?

Your support will be Tutor Led, as previously mentioned. In addition, you may be offered:

- Exam access arrangements e.g. extra time, reader, scribe, for learners with a range of learning difficulties, mobility, medical, or mental health needs.
- BSL communicator and or note taker for learners who are deaf or hearing impaired.
- Specialist software to support reading and proofreading for learners with literacy difficulties.
- Personal evacuation plan for learners with for example anxiety, mobility, medical or sensory support needs.
- Safeguarding plan for learners with for example additional vulnerabilities such as mobility, medical, sensory or mental health needs.
- Personal care for learners who have a physical disability.
- Drop-in sessions which will be available to all students.
- Targeted booster classes for Maths and English.