

**CARDINAL
NEWMAN
COLLEGE**

ADDITIONAL LEARNING SUPPORT

AT CARDINAL NEWMAN COLLEGE



A GUIDE FOR STUDENTS WITH
DISABILITIES AND ADDITIONAL NEEDS

WELCOME

Cardinal Newman College strives to be a centre of educational excellence for the community built on faith, respect and trust. We celebrate diversity amongst all our students and staff and we seek to nurture the gifts of each individual through high quality teaching and learning and dedicated pastoral care.

We are a College that truly has the individual student at the heart of all we do. Whatever your ability, disability or learning need you are a valuable member of our College community and you matter greatly to us.

We will provide you with the support you need to be successful and achieve to your full potential. Our staff are passionate about working in partnership with all our students and will want to do everything they can to support your specific needs.

Whether you are studying A levels, BTEC's, GCSE's or courses in Essential Skills our aim is the same. It is to provide outstanding pastoral care alongside outstanding teaching and learning.

THE ADDITIONAL LEARNING SUPPORT DEPARTMENT

Our Learning Support Team is made up of highly skilled and experienced staff who are dedicated to ensuring the students they work with succeed to the highest level. Our aim is to know our students well and provide a level of support that they are happy and comfortable with and which will provide them with the help they need but without compromising their right to be independent learners.

We are able to offer help with:

- Specific Learning difficulties e.g. Dyslexia, Dyspraxia
- Complex Learning Difficulties
- General Learning Difficulties
- Speech & Language Difficulties
- Autism, Asperger's Syndrome
- ADHD / Behavioural problems
- Visual Impairment
- Hearing Impairment
- Physical Difficulties
- Health & Medical Problems
- Mental Health Difficulties



Where we can, we will loan the following equipment:

Laptops	Reading pens
Kindles	Spellcheckers
Digital voice recorders	Digital camera
iPads	Access to Apple Mac
Pen drives	Magnifiers
Specialist software	Coloured overlays & paper



Building up the Picture

Information about your disability and additional needs is provided by you, your parents/ carers, your high school and other agencies who have been involved in your education and care. Before you have started with us we have usually met you on several occasions and have a clear picture of how you have been supported in the past and the kind of support you would like put in place at College. Your teachers will be kept informed of only the details they need to assist you in your education and achieving your goals. The College will start to build up your Individual Learning Plan to help you work towards your ambitions.

Transition meetings

Transition meetings are a series of meetings planned to make your transition from school to College easier. These are individually tailored to you but include spending time generally on College site, coming for lunch on several occasions, travelling from home to College, sampling lessons, and visiting the Learning Support Department to familiarise yourself with staff and surroundings. They will include discussing support for the New Student Day and Enrolment. College provides a useful booklet to help students with specific needs make the transition from high school to College.

Types of Support for our students

- 1:1 in class support from a Learning Support Tutor
- Additional Curriculum Support
- Support in the Additional Learning Support Department with basic literacy, numeracy, time management and organisation
- Loan of equipment and technology
- Mentoring
- Enlarging handouts, providing coloured paper/ overlays etc
- Proof reading
- Practice using a Scribe or Reader
- Revision workshops
- Regular monitoring and reviews.

Screening & Assessment

All students starting at Cardinal Newman are screened for learning need and the information gained is used to inform teaching and learning. Even though we may already have some information about your disability or learning need you will undergo the same screening process. The results of the screening test along with any further assessments we decide to carry out are used to update your information and provide us with the clearest picture of your needs.

Reviews

Formal reviews of student progress and the effectiveness of the support in place take place at the end of every half term in a meeting with you. Informal discussions about achievement, organisation and work rate progress take place regularly.

Access Arrangements

It is important that you have let us know what access arrangements you had at high school and that you understand that a new application for access arrangements has to be made. Using the evidence you have given us alongside our own assessment information we will apply for the appropriate examination concessions. The decision about access arrangements is made by the Examining Boards and not the College.

The Learning Support team work closely with the Exams Officer to ensure that every student receives what they are entitled to. Access arrangements may include:

Extra Time	Coloured Scripts
Scribe	Word Processor
Modified Language	Modified Papers
Reader	Rest Breaks
Enlarged Papers	



HE* Students with Additional Learning Support needs

We believe that the role of the College is to provide a wide range of challenging learning opportunities which will enable each individual, including those with exceptional abilities and particular difficulties to realize their potential. Our commitment to identifying and meeting the needs of gifted students with a learning difficulty or disability stems from our principles of:

- Equality and inclusion.
- Our commitment to both excellence and equity.
- Every student achieving her/his potential, regardless of gender, race or disability.
- Raising achievement for all through the curriculum

MAKING THE RIGHT DECISION

1 DO YOUR RESEARCH
Read our prospectus which outlines each of the courses available and our entry requirements.
www.cardinalnewman.ac.uk

2 VISIT US
Make sure that you visit us on our Open Events as this is a great way to find out what Cardinal Newman has to offer. Attend Taster sessions and New Student Day.

3 MAKE CONTACT
It is important that you disclose your disability and additional needs as early as possible. We are here to help in any way we can and are happy to discuss the support you will need at College.
Tel: 01772 460181

4 INVITE US TO YOUR YEAR 11 REVIEW
We want to know all about you and the support you have had in your high school. We want to advise on choosing the right courses and gain an understanding of your needs.

5 APPLY
You will be able to apply directly to the College online at www.cardinalnewman.ac.uk by simply clicking on the "Apply Now" button and following the instructions. If you need help with the application form do not hesitate to contact the College we will be happy to help you to fill the form in. Remember to tick the section that asks you to disclose your learning/medical needs.

6 ATTEND FOR INTERVIEW
This is an opportunity for you to discuss the courses you have chosen and for us to answer any questions you may still have. If you haven't yet told us about your specific needs then now is a good time. The interview is informal and will be conducted as a 1:1. Your parents, or carers, can be present if you wish. Specialist subject help will be available if you have specific questions to ask.

7 MEET WITH THE LEARNING SUPPORT TEAM
This is a 1:1 meeting for you and your parents to attend. Your individual needs will be fully discussed and the support available at College will be explained to you. A Transition programme will be suggested as an option that may benefit you so that coming to College will feel less daunting.

8 NEWMAN FESTIVAL
This is an exciting day when you get the opportunity to sample the subjects you have chosen to study and have a realistic taste of what being a student at Cardinal Newman is like. We will have discussed already the support, if any, you may need on this day.

9 ENROLMENT
Bring the results of your GCSE's of school examinations to College and let us help you enrol onto the courses that will best meet your ability. The Learning Support Team will be available to offer you advice.

**10 START AT CARDINAL
NEWMAN COLLEGE**

FOUNDATION LEARNING

Foundation Learning is a programme of study for young people 16-24 who have learning difficulties and/or disabilities. The aim is to help young people make a successful transition into adulthood where they can live fulfilling lives.

The course runs for 2 years and is 4.5 days per week and covers learners from Entry Level 1 to Level 1.

The students are taught in small groups and undertake an individualised programme based on their transition and skills goals detailed in their Education and Health Care Plan. Where appropriate accreditation may be included. Students may also have the opportunity to undertake work experience with a local provider.

Course Content includes : Wellbeing, Personal and Social Development, Independence, Accessing the Community, Citizenship, Creative Arts, Technology, Literacy and Numeracy. Vocational options include: Horticulture, Hospitality and Catering, Customer Service, Childcare, Animal Care and Performing Arts.

Accreditation may include: Duke of Edinburgh, Personal and Social Development Awards, Sports Leader Award, Arts Award and Vocational Awards.

Progress is monitored and recorded and a full transition programme will be offered to support their next steps after Cardinal Newman. Progression routes could include Further Education,

Supported Employment, Internships/Apprenticeships or Community based packages.



ENTRY REQUIREMENTS

All students will be assessed on an individual basis. Students must have an Education and Health Care Plan or equivalent.

OUR BUILDINGS AND FACILITIES

The main doors to the building are automatically controlled and at ground level. Swipe card entry ensures secure access for students and staff.

- The College has induction loops installed in some areas. Portable induction loops are also available upon request.
- The fire alarm system has visual flashing beacons installed to corridors and disabled toilets.
- Some classrooms have height adjustable tables.
- The College has 8 disabled parking bays, which are not more than 45m away from the principal entrances to buildings.
- In the case of a medical emergency the College would follow its First Aid Procedure.
- There are an adequate number of trained First Aiders and Fire Marshalls to service all buildings and personnel.
- Personal care needs are provided for but any services that require qualified nursing staff are not.
- A Personal Emergency Evacuation Plan is carried out with all students with physical disabilities.
- Meetings with individual families are held to establish any special requirements, which then become written plans and emailed to all relevant staff.
- Risk assessments are carried out in line with College policy.

ACCESSIBILITY

BUILDING	ACCESSIBILITY
St Bede	Passenger lift, platform lifts, disabled toilets, Evac chairs, defibrillators.
St Wilfrids	Passenger lift, platform lift, disabled toilets, Evac chairs, defibrillators. There is a First Aid Room for use for self medication and storage of medication with a lockable fridge and cupboards. There is also a portable hoist and wheelchair. Regular staff training is provided for Epipens, First Aid, defibrillator etc.
St Francis	Passenger lift, disabled toilets, Evac Chairs, defibrillators
St Mary	Passenger lift, disabled toilets, Evac chairs, defibrillators
St Cecilia	Passenger lift, disabled toilets, Evac chairs, defibrillators
St James	Passenger lift, disabled toilets, Evac chairs, defibrillators
St Augustine	Passenger lift, disabled toilets, Evac chair, defibrillators. There is a First Aid room and disabled shower room.

PASTORALCARE

Achievement Tutors.

Every student is allocated their own Personal Achievement Tutor who will support the student in all aspects of College life: from guidance in studies, help with study skills, advice regarding possible career progression and application to Higher Education; to arranging any extra help needed to support learning. Through regular 1:1 reviews of progress, individual target setting and action planning, the Achievement Tutors ensure that every student reaches their full potential. Contact with parents is regular and parental input is valued and welcomed.

College Counselling Service

Every student has access to a confidential counselling service to help ensure that time spent at Cardinal Newman is enjoyed and success in chosen subjects is achieved.

Careers Guidance

A specialist career team will help students to make the right choices for the future. There is a dedicated ground floor area in the St Wilfrid's building with information on a wide range of careers, information on every university in Britain, access to various databases and information on gap years. A specialist careers advisor will always be available for individual help to discuss career plans and much career and guidance information and support will be given to you by your Tutor. The College has a good programme of visiting speakers available to give information on opportunities ranging from Apprenticeships to applying to Oxford or Cambridge Universities.

Chaplaincy

Cardinal Newman is a Roman Catholic Sixth Form College with a rich diversity of religious traditions. Our general Religious Education (RE) programme is fundamental to the education we seek to provide for our students and allows time in the week for you to discuss and share your ideas with others. Our Chaplaincy team helps to promote community and reminds us of our wider responsibilities to create a more just society. Students can get involved in a wide range of activities and projects and every year the College celebrates Newman Day by organising a range of events and visiting speakers for students.

Student Services

The College Bursary fund is designed to provide assistance to students who are experiencing financial difficulty in accessing or completing their course. Eligibility is assessed on parental income and home/ personal circumstances.

The College has service level agreements for the provision of transport for our students with all the major travel providers in the Lancashire area. This allows us to sell travel passes to our students at a greatly reduced cost. For further information call student services on 01772460181 or visit our website.

If the Local Authority have provided you with transport to school in the form of a taxi, you will need to contact them directly as the guidelines for providing taxis to College are different.

COLLEGE WEBSITE AND MOODLE

Our website www.cardinalnewman.ac.uk contains valuable information for students and parents both before and after they become a member of our College. Important policy documents such as Safeguarding and Child Protection [including Bullying], Health and Safety, Equality and Diversity, and the IT Users policy are all available on line. The College is a non smoking site and e-cigarettes are also banned. We have a zero tolerance policy to bullying in all its forms.

On becoming a student at College access can be gained to Moodle which keeps the student informed about what's happening in College. It also provides information on their courses which is particularly useful when a student is absent through illness or forgotten the details of a homework.

Site News: Information on events happening in College which include: presentations from universities, talks on apprenticeships, dates of mock interviews, messages from the Exams Office, events organised by Chaplaincy and fund raising activities.

Course Information: An overview of the student's courses and up to date information relating to the different units, tasks and homework's. Information relating to additional curriculum support, past papers, revision links and resources is also available. Details of enrichment activities relating to a range of curriculum areas are also advertised.

Additional Learning Support Department: Where to find the Department and the kinds of things they can help with. Information about specific medical conditions and learning difficulties can be accessed as well as advice on revision techniques and useful links.

Cedar: Provides electronic information for students and parents in particular timetable, exam dates, attendance, progress reviews.

Exam Information: Regulations, exam dates and details about paying re-sits and obtaining results.

Student Bulletin & Student Union: A range of interesting articles and useful information is published weekly so that students can be kept informed about events and College issues.



WHAT NEXT AFTER CARDINAL NEWMAN?

Every effort is made to ensure that the next stage in the student's life is fully thought through and planned for. There is a wealth of advice available and parents are encouraged to be part of the decision making process. The Achievement Tutor, through tutorials and 1:1 meetings with you, will discuss all the options.

Help filling in the UCAS application for University or applications for employment is plentiful and the Additional Learning Support Department offer 1:1 support for students who need a little more support. Duplicate copies of assessment reports and results are available to the students and the Additional Learning Support department have put together a handy guide to help students make the transition to University. For students who are nervous about interviews, mock interviews can be arranged and in some circumstances a Support Tutor will accompany the student to the interview.

Where appropriate, students are encouraged to apply for Disabled Students Allowance and help is given to complete the form and provide the information requested. College provide a useful booklet to help students with specific needs make the transition from College to Higher Education.

For students in the Foundation Learning Department the future is bright

All Foundation Learning students are given support to help with transition from College.

This support includes:

- College link days
- Work Placements
- Visits to Training Providers i.e. Caritas Care; Brothers of Charity and Preston Vocational Centre
- Help with internal progression Opportunities, for example onto Health and Social Care Courses as well as GCSE English and Mathematics



Details of the Local Offer from all colleges outlining SEND provision can be gained by accessing www.lancashire.gov.uk/send

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 /cardinalnewmancollege
 @Newman_College

