

# South Gloucestershire and Stroud College's Local Offer

SGS College is a General Further Education (GFE) college which offers courses from entry level to higher education for learners aged 14 to adult. In addition to vocational courses in a range of subject areas, SGS offers a suite of GCE A Level and GCSE programmes. In November 2014 the college was inspected by Ofsted and graded "Good" with outstanding features.

## **The inspection report said:**

"Support for learning is outstanding. Teachers provide very good pastoral support and Learning Support Workers assist learners discreetly and highly effectively. Study skills and Learner Services staff provide high quality support for individual learners and groups. This is particularly beneficial to, for example, looked after young people and young carers. All learners develop a good degree of independence".

## SGS College Campuses

South Gloucestershire & Stroud College is committed to equal access for all learners to a broad and balanced curriculum. We seek to support and include any learner who needs extra support.

SGS College is fully accessible to learners with a physical disability. We welcome these learners, whose inclusion enhances the experience of all, and helps to develop tolerance, understanding and recognition of the value and the uniqueness of every individual.

### Filton Campus & A Block

At our Filton campus we have powered doors on all entrances (main reception requires a buzzer). The whole site is wheelchair accessible except for the cashpoint. We have multiple lifts in the main building; temporary wheelchair loan; access toilets and a single hoist.

U block (which is home to our Preparation for Work & Life department at Filton campus) has been recently refurbished with powered external doors; a purpose-built kitchen for wheelchair users, raised tables and computer work stations; wide corridors and wheelchair-accessible internal doors; an access toilet; colour-coded rooms; a sensory room and a quiet lunchtime area.

### Stroud Campus

At our Stroud campus we have automatic doors at both entrances; access toilets on all floors; a lift to all floors; braille room numbers; evacuation chairs at each refuge point; allocated parking for disabled people; adjustable computer work stations; shower facilities; a hoist and a plinth; wheelchair loan and hearing loop.

### WISE Campus

At our WISE campus we have a powered door at main reception; a single hoist and shower; one lift and platform lift; a hearing loop; parking for disabled people and wheelchair loan.

### Queens Road (Bristol School of Art)

At our Queens Road Campus we have ramp access to main entrance and ground floor level rooms; disabled toilet facilities and wider doors to facilitate access for disabled users.

### Berkeley GREEN

Our Berkeley site has allocated parking for disabled people with level access from these bays to the main entrance. The campus has automatic doors at the main reception; induction loops at reception, in the library and in the café; a lift to all floors which is large enough to accommodate most self-propelled and electrically-powered wheelchairs; acoustic treatment to the ceilings in order to improve audibility for young people with hearing impairments; access toilets on the upper levels and accessible combined WC and shower rooms.

# Total Support Guarantee

## Provision for learners with SEND



The SGS Total Support Guarantee is designed to provide timely, accessible and consistent support for learners at risk of not achieving or progressing, through a controlled and consistent range of support 'access' points. It ensures academic and corporate staff are able to spot early warning signs and identify appropriate support options: pastoral and welfare support; additional learning support or academic and study skills support. The Total Support Guarantee is applicable to all funded FE and HE learners.

A variety of support is provided such as:

- Learning Support Workers in class
- English & Maths Extra
- Personal Learning Coaches (GCSE & A Level)
- Speech & Language Therapy
- Exam concessions
- Study Skills
- Exam preparation
- Mentoring
- Specialist support for hearing or vision impairments
- Support for learners with mobility difficulties
- Support for learners with social, emotional or behavioural difficulties
- Assistive technology
- Break and lunchtime support
- Personal care

In addition to the support outlined above we will also plan our support based on information in the EHCP through liaison with learners, parents/carers, staff and the local authority in conjunction with information gathered from external agencies (i.e. Learning Partnership West, YISS etc.) and/or previous educational establishments.

All full-time learners have a personal tutor with whom they can discuss academic or pastoral issues and through the Total Support Guarantee, tutors can refer learners to a variety of support mechanisms. Learners can self-refer to their Learning Mentor or Counsellor who can then, if necessary, refer them to external agencies.

Tutors ensure that the teaching and learning methods used are accessible by adjusting or differentiating them as appropriate. They will liaise with Learning Support Workers to ensure that support is targeted, effective and has impact on the learner's experience and achievement.

Each curriculum area has a Learning Mentor who is available to the learners. Learning Mentors work collaboratively with personal tutors, other relevant staff and agencies, and learners to develop and implement agreed pastoral improvement and support plans in order to facilitate learner progress and achievement.

Foundation (Entry Level) learners receive additional tutorial time with their personal tutor to discuss academic and pastoral issues. Within the Entry Level provision this is very closely monitored and supported by curriculum staff and the Learning Support department.

We have robust Learner Anti-Bullying and Harassment and Safeguarding policies in place.

**More information is available on our student portal, eCampus.**

# Identifying SEND

**SGS College is committed to supporting learners through our Total Support Guarantee.**

Our Learning Support Department works closely with Learning Partnership West, Youth Intervention Support Service, Prospects and Case Responsible Officers as well as our local mainstream and special schools to ensure we identify at the earliest possibility any learner with SEND.

## **How we identify needs:**

- If a learner has an EHCP
- Attending annual reviews
- Arranging link days/weeks for learners in years 10 and 11
- On application, if a learner discloses a learning difficulty or disability
- At interview
- On the enrolment form
- During initial assessment
- Through personal tutorials and meeting with Learning Mentors

Once a need is identified, information is shared with the relevant departments. Depending on the level of need of the learner and, if appropriate, whether the funding has been agreed by the local authority, a support package will be built around the individual learner to enable them to achieve and progress on their chosen course.

Through application we establish learners that potentially will need support. Using the SGS Total Support Guarantee, curriculum staff, learning mentors etc. we have a mechanism whereby support can be identified at any point through the learner's time at college.

For learners with high levels of need, an individual support package is agreed with and specifically funded by the local authority.

# Assessing Students

**Regular progress reviews take place through the programme and in response to changing needs.**

Reviews reflect and check on progress and make necessary changes. Where appropriate a supporter such as an advocate, parent or carer is involved in the review process.

Comparison is made between success, achievement and retention for supported and unsupported learners to ensure supported learners have not received an undue advantage through additional learning support.

Young people with SEND who are working at the appropriate academic level can access our full range of academic and vocational courses up to Level 3 and higher education. See the courses section of our website.

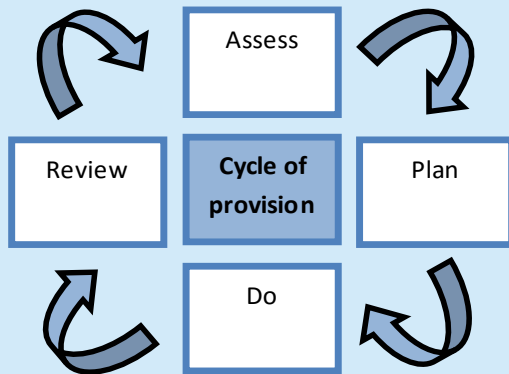
**In order to ascertain the level of support required for a learner we collate information from:**

- Application forms
- Interviews
- EHCPs
- Assessments (which are carried out during link days/weeks for high needs learners)
- External agencies
- Previous schools/colleges
- Initial assessments

Through discussion with the Learning Support Department, English & Maths Extra and curriculum, a decision will be made as to what level of support a learner requires. For learners requiring high levels of support, funding needs to be agreed with the local authority prior to the learner starting.

Through a process of assessment of needs we can identify what assistive technology or equipment the learner will require in order to be able to access the course and succeed on it. This could include laptops, Dictaphones, voice recognition software, height adjustable desks and kitchen workstations, resources to support dyslexic students, 1:1 support at break times and specialist tutors supporting English and maths.

## Assessing & Reviewing the Progress of our Students



All full-time learners are allocated a personal tutor who will deliver a programme of at least six 1:1 tutorials per year where academic progress, targets and individual learning plans are reviewed. Learners and their parents/carers will have electronic access to tutorial records via the ProPortal system.

All full-time learners will complete a Long-Term Learner Development Plan together with their personal tutor to help them identify their career and progression aspirations. This will be recorded on the college's ProMonitor reporting system and reviewed at regular intervals during a learner's study programme. The progress of High Needs students is reviewed an additional three times per year, including the annual review of their EHCP.

## Reviewing Support

Support is reviewed for learners with high needs within the first six to ten weeks of term to establish that the level of support is appropriate. SGS College is committed to ensuring that our resources are accurately allocated by reviewing and informing the local authority of any adjustments.

We are committed to ensuring that every learner is enrolled on a course at an appropriate level for them to achieve. They are challenged to achieve their educational potential.

# Communication

## Initial support would be discussed at pre-enrolment assessment.

All staff have access to the secure ProMonitor web portal on which Learning Support is logged on a day-to-day basis along with basic personal details, targets, tutorials, tracking of attendance and academic progress and much more.

For learners with EHCPs, a pen portrait derived from the EHCP will be distributed to appropriate staff.

Termly review meetings are held involving the learner's personal tutor, learning support workers and other staff as necessary.

### There will be contact from:

- Personal Tutors
- Teaching staff
- LSWs
- Learning Mentors

- Learner Services
- Learning Support Department
- English & Maths Extra

All curriculum areas have parent/carer evenings at regular intervals where learners' outcomes, progress and progression can be discussed.

Within Preparation for Work and Life departments, personal tutors play a key role in communicating regularly with parents/carers, informally and through parent/carer evening.

Personal Tutors or the Learning Support Department will communicate any changes arising from the reviews and the reasons for them.

For learners with EHCPs the learner will be invited to the annual review whereby they will be able to bring a parent/carer or advocate with them if they choose.

# Safeguarding, Anti-Bullying and Prevent

South Gloucestershire & Stroud College (SGS) is committed to promoting the well-being of all learners and protecting them from harm. We fully recognise that it is the responsibility of all staff to ensure that learners are safe within the college environment and this includes: raising awareness of, and a zero tolerance approach to bullying; ensuring learners are safe on and around college campuses; paying due regard to our responsibilities in relation to health and safety, child protection issues and risks of radicalisation.

For full details on our Safeguarding, anti-bullying and Prevent activities, including how to report any concerns you may have, please see our website: [www.sgscol.ac.uk/Safeguarding/](http://www.sgscol.ac.uk/Safeguarding/)

## Access Arrangements for Exams

Extra time, separate rooms, readers and scribes can be provided on a case-by-case basis, but we will need to see the correct evidence. All Access Arrangements are undertaken by discussion and/or assessment and are based on individual need.

## English & Maths Extra

Have you been assessed as having a learning difficulty? Whether you have an identified specific learning difficulty, or just need help with your studies; support is available and usually provided on an individual basis. Sessions are arranged around your lessons and at a time to suit you.

English and Maths Extra provide a wide range of support to promote independent learning. We can work assisting learners with English, maths and academic support. We also provide support with use of assistive technology.

**Our Team of specialist support tutors within English and Maths Extra are able to provide a range of appropriate support across all subjects; sessions take place at the Filton, Wise or Stroud Campuses.**

## Staff Training & Qualifications

**All staff undergo mandatory training in SEND, safeguarding, equality and diversity, data protection and relevant health and safety training.**

Staff receive bespoke training for supporting individual learners with medical needs (epilepsy, administration of drugs etc.)

Specialists are brought in to deliver training for staff supporting visually and hearing impaired learners.

A cross-college staff development plan is produced annually to ensure the college is able to maintain best practice and continuously improve the quality of the services it provides.

Specialist staff assessors and academic staff working within entry level provision and learning support have a range of qualifications and training as appropriate to their specific role.

These include: Master's degree in special educational needs, post graduate certificate in education in inclusive learning, ASD training, training in social, emotional and behavioural difficulties, attachment disorder training and safeguarding training.



# Preparation for Work & Life

Our department runs a wide range of provision for 140 SEND learners across two campuses in Filton in South Gloucestershire and Stroud in Gloucestershire. Our exciting courses, highly specialist staff and innovative practice ensures all learners have the best possible chance to be successful. We ensure that we address the aspirations of all learners by tailoring support and learning programmes to meet their individual needs.

Our courses at both campuses offer specific pathways with employability and improving independence and personal and social development skills as the main goals for learners.

Learner resources include fully accessible kitchens, Apple Mac Suite (at Filton), Sensory Room (at Filton) and a wide range of assistive technologies including tablet computers.

Overall, SGS can offer learners:

- Individual personalised programmes where all learning runs parallel to the aspirational goals of the learner.
- Special Education Needs and Disabilities (SEND) adaptable and trained staff.
- Excellent pastoral care.
- Exciting provision for learners aged 16-25.
- Person centred approach to planning of transition and progression where we work with parents/carers and outside agencies to ensure the very best for our learners.

## Course List

- |  |   |
|--|---|
| <b>Gateway to College (16-18)</b>      | aimed at learners who have previously attended specialist provision and who wish to improve independence and personal and social development skills.                |
| <b>Passport to Independence</b>        | 19-24 progression for those moving onto employability, supported internships or independent Living  |
| <b>In Gear (16-18)</b>                 | for those vulnerable learners with additional needs who can access vocational options in the wider college in order to move on to vocational courses in the future. |
| <b>Flex - (16-18)</b>                  | for learners with SEMH needs who can access vocational options in the wider college in order to move onto vocational courses the following year.                    |
| <b>Flex Work (Stroud only) (19-24)</b> | Employability pathway for SEND learners who may be able to move onto Supported Internships.   |

## Quotes from Learners

*'I enjoy experiencing lots of different methods of learning and meeting new people along the way. Being at college has had a huge impact on my life. I feel more independent and free and I really enjoy coming to college.'*

*'All the teachers are very helpful and kind and great to be around. They give you independence and offer a lot of support.'*

*'I have learned new skills and this makes me feel happy.'*

*'I feel happy and confident in the classroom. I enjoy my maths and work experience at a local hotel.'*

*'My work experience is making me more confident.'*

*'I can now cook confidently at home.'*

*'My course at college has helped me to get out more.'*

*'I've got better at maths and I've passed my first exam in English.'*

*'The lecturers are lovely and down to earth and have given me useful information and resources for my future plans.'*

*'I enjoy the variety in our lessons and how challenging they can be.'*

## Supported Internships

In addition to our current offer within the Preparation for Work and Life Department, SGS College offers supported internships for learners. This is a structured study programme aimed at young people aged 16-24 who have an Education, Health and Care Plan and consists of on-the-job training and qualifications, including improving employability and English and maths skills.

Supported Internships provide extra support for those who would like to work and they are run in conjunction with a supported employment provider and a local employer.

The young person will attend for a college year at work experience based with an employer and there will be support for the young person to move into paid employment at the end of the programme.

Supported Internships meet the career goals of young people and also the business needs of an employer. The majority of time is spent at the employer's premises and young people are expected to comply with real job conditions, such as timekeeping and dress code. Young people continue to be supported after the year of study.

# Transport to Bristol Campuses

Weekly or monthly tickets for First Buses can be purchased from the Finance Office at a slightly discounted rate but you need to purchase a photo ID card first at a cost of £10.00 and be enrolled on a full time course (you will need a passport sized photograph).

<http://www.firstgroup.com/>



**Filton and WISE campuses** are well served by local buses from central Bristol, Henbury, Emersons Green and (to Filton campus) Thornbury. There are also less frequent express services from Chepstow, Weston-super-Mare, Clevedon and Portishead. Most local buses have low floors, ramps and wheelchair spaces, and the stops near the campuses have raised kerbs.

The nearest railway station to Filton campus is Filton Abbey Wood (just under a mile away), served by local services from Stapleton Road, Lawrence Hill, Bristol Temple Meads and beyond; Patchway, Severn Tunnel Junction, Newport and Cardiff; Bristol Parkway, Yate, Cam & Dursley, Gloucester and beyond. There are no convenient buses from the station forecourt to the college.

The nearest station to WISE is Bristol Parkway, which is just over half a mile away, and is served by many local and express trains. Most buses to Parkway also pass WISE.

**Queens Road campus (Bristol School of Art)** is well served by local buses along the main Whiteladies Road routes and the 8/9 circular service from Temple Meads. Most local buses are low-floored.

**A free shuttle bus service runs back and forth between the main Filton site and WISE throughout the day.**

**Please contact us if you require wheelchair accessible transport between sites.**



## TRAIN TRAVEL



[www.nationalrail.co.uk/default.aspx](http://www.nationalrail.co.uk/default.aspx)

## BUS TRAVEL



[www.firstgroup.com/bristol-bath-and-west/plan-journey/journey-planner/](http://www.firstgroup.com/bristol-bath-and-west/plan-journey/journey-planner/)



[www.firstgroup.com/bristol-bath-and-west/routes-and-maps/network-maps](http://www.firstgroup.com/bristol-bath-and-west/routes-and-maps/network-maps)

## Transport to Stroud Campus

Local buses along Stratford Road stop outside the campus. There are raised kerbs, though on one side the pavement is very narrow and space is quite confined.

We have negotiated a deal with Stagecoach which allows our learners to qualify for the Greener Travel Initiative (GTI). Learners who show their SGS ID Badge can purchase a ticket at a reduced rate. There are discounted weekly and monthly tickets available as well. For information on local buses go to [www.stagecoachbus.com](http://www.stagecoachbus.com)

Cotswold Green offer transport from Cirencester and Wotton-Under-Edge to Stroud. Learners can purchase a ticket on the bus.

KB Coaches offer a range of bus routes, some of which are eligible for Gloucestershire County Council Passes. Alternatively, you can purchase KB Trippers or Single Trips on the bus. For further information on local timetables and route enquiries please go to [kbcoaches.co.uk/routesprices](http://kbcoaches.co.uk/routesprices)

**Stroud railway station, for services from Cheltenham, Gloucester, Stonehouse, Kemble and Swindon is about half a mile from the college.**

## Transport to Berkeley Campus

For students joining us from September 2018 there are heavily subsidised buses to enable students to attend easily running from Stroud, Gloucester, Filton and Cam and Dursley, costing just £1 per journey. Students eligible for Pupil Premium funding will travel for free. A bus stop and drop off area will be accessible at the western end of the car park.

Please visit <http://www.berkeleygreenutc.org.uk/travel> for more information about transport.

## Independent Travelling

Preparation for adulthood is an important aspect of post-16 education for young people with SEND. For some people, this includes learning how to be an independent traveller. You may be able to access help with learning to travel to college on your own. For further information, contact your local authority.

## Support with transport to college

Children and young people with special educational needs may get help with travel to school or college but it is not an automatic right.

For more details contact your local authority:

**Gloucestershire:** [www.gloucestershire.gov.uk/sentransport](http://www.gloucestershire.gov.uk/sentransport)

**South Gloucestershire:** [www.southglos.gov.uk/education-and-learning/schools-and-colleges/transport-to-school/post-16-travel-assistance](http://www.southglos.gov.uk/education-and-learning/schools-and-colleges/transport-to-school/post-16-travel-assistance)

**Bristol:** [www.bristol.gov.uk/schools-learning-early-years/school-travel](http://www.bristol.gov.uk/schools-learning-early-years/school-travel)


## Additional Information

- [www.sgscol.ac.uk](http://www.sgscol.ac.uk) for SEND information & links; our policies & Total Support Guarantee; open events and the college prospectus.
- [www.sgscol.ac.uk/Policies-and-Procedures/](http://www.sgscol.ac.uk/Policies-and-Procedures/) for information on compliments suggestions, raising a complaint and our Single Equality Policy (which includes special educational needs and disability).
- [www.kids.org.uk](http://www.kids.org.uk) for independent information and support regarding Learning Disability Assessments (LDAs) to Education, Health & Care Plans (EHCPs) transformations.
- [www.sendiassglos.org.uk](http://www.sendiassglos.org.uk) for the Special Educational Needs and Disability Information Advice and Support Service in Gloucestershire
- [www.carersgloucestershire.org.uk/independent-support/](http://www.carersgloucestershire.org.uk/independent-support/) for Independent Supporters in Gloucestershire
- [www.lpw.org.uk](http://www.lpw.org.uk) for support with FE courses and employment etc.
- [www.bristolparentcarers.org.uk](http://www.bristolparentcarers.org.uk) for support and advice regarding children and young adults with special educational needs and disabilities in Bristol.
- [www.sglospc.org.uk](http://www.sglospc.org.uk) for support and advice regarding children and young adults with special educational needs and disabilities in South Gloucestershire.
- [www.glosparentcarers.org.uk](http://www.glosparentcarers.org.uk) for support and advice regarding children and young adults with special educational needs and disabilities in Gloucestershire.
- [www.gloucestershire.org.uk/localoffer](http://www.gloucestershire.org.uk/localoffer) for Gloucestershire's local offer.
- [www.findabilitybristol.gov.uk](http://www.findabilitybristol.gov.uk) for Bristol's local offer.
- [www.southglos.gov.uk/health-and-social-care/care-and-support-children-families/local-offer/local-offer-education/](http://www.southglos.gov.uk/health-and-social-care/care-and-support-children-families/local-offer/local-offer-education/) for South Gloucestershire's local offer.

## Contact us




### To contact the Learning Support Department:

 01453 761 110 (Stroud)  
0117 909 2365 (Bristol)


 Email: [learningsupport@sgscol.ac.uk](mailto:learningsupport@sgscol.ac.uk)

### To contact Learner Services:

 01453 761 119 (Stroud)  
0117 909 2231 (Bristol)


 Email: [learnerservices@sgscol.ac.uk](mailto:learnerservices@sgscol.ac.uk)

### To contact the Preparation for Work & Life Department:

 01453 761123 (Stroud)  
0117 915 2429 (Bristol)

 Email: [pfwl@sgscol.ac.uk](mailto:pfwl@sgscol.ac.uk)

### To contact English & Maths Extra:

 01453 761277 (Stroud)  
0117 909 2293 (Bristol)

 Email: [alli.cook@sgscol.ac.uk](mailto:alli.cook@sgscol.ac.uk)

# Jargon Buster

## Local Offer

Local Offer sets out all the provision in education, health care and social care that is available for children and young people with special educational needs and disability within a local area. The local council will publish the Local Offer for their area on a website and make it accessible in other formats. This document is our contribution to the Local Offers in Gloucestershire, South Gloucestershire, Bristol and other surrounding areas.

## EHCP—Education, Health and Care Plan

This is a document issued by a local authority in England that describes a child or young person's special educational needs or disability and the support they need to succeed in education and make a successful transition into adult life. They have an Annual Review every year. EHCPs have been phased in since September 2014 to replace Statements of Special Educational Need and "Section 139A" Learning Difficulty Assessments. You can find out about getting an EHCP on your council's Local Offer website.

## SEND

Special Educational Needs and Disability. A child or young person has a special educational need if they need special provision at school or college because they find it harder to learn things than the majority of people of their age or because they have a disability that prevents them using the normal facilities of a mainstream school or college.

Some things that fall into the category of SEND are:

- Problems with **communication and interaction**, including speech, language and communication needs (SLCN) and autistic spectrum disorders (ASD) including Asperger's Syndrome.
- Problems with **cognition and learning** including specific learning difficulties (SpLD) such as dyslexia and general moderate learning difficulties (MLD).
- Problems with **social, emotional and mental health** (SEMH) including attention deficit hyperactivity disorder (ADHD).
- **Sensory and physical needs** that impair your vision, hearing or your physical abilities.