

St Dominic's Sixth Form College



Procedures for Students with Learning Difficulties or Disabilities

St Dominic's is a Roman Catholic Sixth Form College committed to the personal and spiritual growth of all its members based on Christian values, academic excellence and high quality pastoral care.

St. Dominic's aims to support students with learning difficulties or disabilities by:-

- Identifying their needs prior to admission and on entry to the college.
- Providing the necessary equipment, facilities and support for students with special needs to undertake their chosen course as outlined in their learning agreement.
- Informing staff directly involved with students who have special needs, with due consideration given to legitimate issues of confidentiality.
- Training its staff to identify and assist students with special needs.
- Maintaining involvement with relevant groups and agencies as appropriate.

Implementation

Identification of Needs:

- Information provided by feeder schools directly or via borough SLDD network.
- Encouraging visits by students with known learning difficulties or disabilities prior to application to assess their needs and ascertain the degree to which an appropriate course and/or facilities can be provided.
- Analysis of Personal Information forms by Study Plus Dept after entry to the college.
- Initial general assessment of language skills, study skills and numeracy skills during the induction period.
- General assessment by the Study Plus Dept as difficulties arise in the students' courses.

Support Offered:

- Individual interviews with the Study Plus Team.
- Specific assistance for students through flexible/open-learning.
- Specific timetabled sessions for students for whom English is a second language and are diagnosed by the college as in need of such support.
- Advice and permission sought for special consideration/arrangements for external examinations and provision of extra invigilation if necessary.
- Assistance with HE, FE applications, UCAS Personal Statements and CV's.

Informing Staff

- Study Plus will initially see the medical forms brought in by the students.
- Individual tutors will receive a list of their tutees' special needs identified in the various ways outlined above.
- First aiders will be informed directly of particular problems of which they need to be aware for purposes of health and safety.
- Invigilators to be informed of particular problems by the Examinations Manager as appropriate.

Training

- Cross-college training will be provided for tutors and teachers to identify and support students with specific needs.
- Induction for new staff will include training relating to identifying and supporting special needs.
- Staff with specific responsibilities for individual students with particular needs will be given advice and training as situations arise.

Involvement with Outside Agencies

- Interviews with outside agencies may be sought for diagnostic counselling services where the college feels that this is necessary.
- Attendance at Harrow College/High School SLDD group.
- Liaison with Connexions.
- CfBT Education Trust, Harrow Careers Service.

Originator:

Study Plus Manager

Updated:

Sept 2015