



## Inclusion Policy

Our Inclusion Policy applies to all staff, visitors and students who attend the College. It explains how:

- **We support people with learning difficulties, disabilities and/or medical conditions.**
- **We aim to create an inclusive environment at Reaseheath.**
- **You can get further information about the support available.**

Reaseheath College is committed to promoting fairness, inclusion and equality of opportunity in all its activities. Applications are welcomed from all members of the community regardless of age, disability, gender, ethnic background and religious belief. The college will take into account any learning difficulties or disabilities and will endeavour to make reasonable adjustments to meet individual needs.

### **1. Help available when I apply to the College**

- 1.1 Is there anyone I can ask for advice about support before applying for a course?
- Staff from the Learning Skills Centre are available to discuss how we can support your studies at College. Your individual needs will be assessed and support will be provided accordingly.
  - If you wish to visit Reaseheath and have additional needs, due to a learning difficulty, disability or medical condition, you may wish to contact us through Reception by phoning (01270 625131) and ask for Learning Skills Centre.
  - If you wish to apply for a course in Foundation Studies we will arrange an interview with a member of staff from the Foundation team. Contact the Foundation Studies team through our Reception (01270 625131).
  - The College works closely with the Schools in Cheshire and surrounding areas, and their advisers will discuss your options for study with you.

- The College organises open days and information mornings and evenings which you can attend on your own or with your parents, guardian or friends. You will be able to talk to course tutors and also discuss learning support. We strongly advise you to visit the College to see what is available and talk to staff before you make a decision to apply for a programme. Phone Reaseheath College reception (01270 625131) for dates and details, or visit our website [www.reaseheath.ac.uk](http://www.reaseheath.ac.uk).

### 1.2 How do I apply?

- If you know which course you want to apply for, fill out an application form on-line. If you need assistance with your application please contact our admissions team on 01270 625131. The Learning Skills Centre can provide assistance completing the application process.
- An interview will be arranged for you with a tutor from the course for which you have applied. You may bring someone with you to the interview for help and support.
- If you would like someone from the Learning Skills Centre present at your interview to discuss your needs please contact the College to let us know, or you can see them separately at your request.
- We encourage you to tell us about your needs – we can only help you if you tell us what support and assistance you need.
- Visits can be arranged before you start at College to help you become familiar with the College and to make the transition successful.

## 2. Educational Facilities and Support

### 2.1 What educational support can I receive?

- Support can be provided based on an assessment of your needs.
- You can receive extra help with your coursework from the course tutors and from learning support staff from the Learning Skills Centre.
- We can support you in a variety of ways including:
  - Advice, guidance and information
  - In-class support
  - Note-takers and scribes
  - British Sign Language Communicators
  - Support for those with specific learning difficulties such as dyslexia and dyspraxia
  - Support for those with mental health concerns
  - One to one sessions for targeted support

- Drop-in sessions in the Learning Skills Centre and where staff will be available able to work with you to provide advice and support
- Support and guidance using assistive technologies
- Exam Access Arrangements – additional support in your exams based on the support you received at school

Any information you give us about your additional needs will be treated sensitively and confidentially in accordance with our data protection policy and regulations.

## 2.2 What educational facilities are available?

- Computers are available in the Learning Skills Centre, Learning Resource Centre, computer rooms and in some classrooms. Help with using computers is also available in the Learning Skills Centre.
- Assistive technology and software is available to you in College or on a short term loan from the Learning Skills Centre. Our Digital learning team can also provide support using assistive technologies for your studies.
- Hearing loops are available in several classrooms.
- If there are additional resources/equipment you feel would be useful to you we will discuss your needs with you during your initial assessment.

## 3. Physical Access

### 3.1 Is it easy to get around the College?

- The College has reasonable access to the majority of the campus, such as teaching rooms, laboratories, Learning Resource Centre, computer facilities, Learning Skills Centre, eating and recreational facilities, and limited access to other areas.
- If you would like to discuss accessibility to the campus please contact the Learning Skills Centre who will be able to discuss your individual needs. If required, and feasible, the College can timetable lessons in alternative locations to make reasonable adjustment and provide access to the learning environments. The practical nature of Reaseheath's courses and the spread of the campus means that certain limitations are unavoidable. Accessible toilets are available at numerous locations in the College. Accessible parking is also available.
- Our Health and Safety Officer can be contacted to discuss any safety concerns you may have. Telephone Reaseheath College reception (01270 625131).

- There are daily college buses which travel from a wide range of areas directly to the campus. Details are available from our Student Transport Team. Telephone Reaseheath College reception (01270 625131) for further details.

#### **4. Other Support**

##### 4.1 Can I get medical support?

- Reaseheath College does not have its own medical team, but in the case of minor accidents there are trained first-aiders working in all sectors and a first aid room where you can be looked after in private. For more serious emergencies the College is situated only five miles from Leighton Hospital.
- You will need to be able to manage any medication that you take yourself whilst at College. The College does not have the facilities to store or administer individual medication. If you have specific medical needs please contact the Learning Skills Centre to discuss how the College can support you accessing the campus safely.

##### 4.2 Can I have support with examinations?

If you require special arrangements during exams known as Exam Access Arrangements (EAA), you must let us know when you apply and be ready to discuss them at your interview. The College will apply to the awarding bodies for additional arrangements on your behalf. You will need to supply evidence from your previous school and/or other agencies in accordance with the regulations stipulated by the Joint Council for Qualifications (JCQ) and the examining bodies. Qualified college staff can carry out EAA assessments with you to support your Exam Access Arrangements request.

Some examples of arrangements that are allowed are:

- Extra time for examinations
- A reader or scribe (electronic or human)
- Enlarged or different coloured papers
- Supervised breaks during examinations
- A smaller room for your examinations
- Use of a word processor

To discuss your eligibility for exam access arrangements please contact the Learning Skills Centre by telephoning reception on 01270 625131.

##### 4.3 College also has:

- A Wellbeing and counselling service which offers help on any personal and confidential matters.
- A student association - information available on the college website.

- Residential accommodation available for those with additional needs although we do ask for students to have independent living skills if they wish to live on campus.

#### 4.4 What happens when I leave college?

- We will make every attempt to provide a work placement opportunity during your course.
- We can talk to organisations outside the College who might be able to offer support when you move on.
- We will provide information and guidance to a potential employer about adjustments which would make employment as effective as possible.
- We can support students progressing to HE and provide information, advice and guidance in relation to Disabled Students' Allowance (DSA).

### **5. Suggestions and Complaints Procedure**

#### 5.1 What can I do if I am not enjoying myself at the college?

- You can talk to your course manager about any problems you have or talk to the Wellbeing Team at College.

#### 5.2 What can I do if I am not happy with the service the college provides?

- You can discuss things with your course manager who will try to help you. However, if you are still unhappy you can follow the College complaints procedure which is available on our website.

### **6. Publications and Contacts**

#### 6.1 Are there any other publications I may find useful?

- College Prospectus
- Student Charter and Student Handbook
- Equality, Diversity and Inclusion Policy
- Safeguarding Policies

#### 6.2 Who are the useful contacts?

- Head of Inclusive Learning and Resources
- Foundation Studies Curriculum Area Manager
- Student Services Manager
- Health and Safety Manager
- Student Counsellor

Telephone Reaseheath College reception (01270 625131)

DON'T FORGET...We can only help you if we know what you want, so come and talk to us at an open day and find out what we can do!

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