

The logo consists of the letters 'QE' in a stylized, serif font. The 'Q' is large and has a long, sweeping tail that curves under the 'E'. The 'E' is smaller and positioned to the right of the 'Q'.

QUEEN ELIZABETH
Sixth Form College

Learning Support

Learning Support Guidelines

**The College is committed to promoting inclusion.
This booklet is a practical guide to the support provided.**

Further information on the College's Vision and Disability Policy is contained in the College's Equality Duty Statement which is available on the College website.

Admissions

In order to make the adjustment to College life as smooth as possible, it is important that we know about your learning difficulty or disability and how to support you as soon as possible. If you come into college for an Open Evening, make sure that you speak to Joy Colthup. All students who apply are interviewed by a member of our guidance staff. At your interview you will be referred to a member of the Learning Support Team.

Enrolment

On enrolment day you will have an interview with a member of the Learning Support Team who will discuss with you the programme of study that you have chosen and how to support you. This is a good opportunity for you to ask questions. We may need to do some assessments in the first few weeks of your course.

Assessments

Many students need updated assessments for examination access while they are at QE. Our Learning Support Team are qualified to assess for Irlen Syndrome and for Access Arrangements. If further assessment is needed referral maybe made to an Educational Psychologist.

learning support

Support for students with sensory impairments

- Specialist equipment e.g. laptop with JAWS software, hearing loop
- Information available in variety of formats e.g. Braille, Audio files, enlarged text
- Specialist individual support both in class and in study periods
- Mobility training



Support for students with physical disabilities

- The College is accessible for students with physical disabilities. There are two lifts which provide access to all floors
- A spare wheelchair is available
- Mobility support
- Accessible toilets
- Disabled parking spaces
- Exam Access Arrangements

Support for students with learning difficulties (Dyslexia, Dyspraxia, ADHD, Autistic Spectrum Disorders)

- One to one support from a Learning Support Assistant in study periods
- Individual support in class
- Specialist equipment e.g. laptop with voice activated software, dictaphone

Support for students with emotional and mental health difficulties

Support is available from the College Counsellor. We also have good links with local CAMHS teams.

Examinations

If you have had Exam Access Arrangements at your previous school, these may continue. However, we need a copy of your most recent Educational Psychologists assessment or medical letter to gain access arrangements for your exams. We may also decide after talking to you that the arrangements need to change, either because your own needs have changed or the exams are more advanced.

Support can include:

- Extra time • Rest breaks
- Enlarged papers
- Use of computer
- Someone to read the exam paper
- Someone to write down your answers

Complaints Procedures

If you are unhappy with something that is done or not done when you are applying for a place at the College, or when you are on a course, you can use the complaints procedure described in the College Charter. The Awarding Bodies have their own grievance procedures. If you would like to, you may discuss the issue first with your Personal Tutor, your Principal Tutor or a member of the Learning Support Staff.

Who to contact

If you would like any further information please contact Joy Colthup, Director of Studies (Enrichment)

email: jcolthup@qeliz.ac.uk

telephone: 01325 461315