

	Reigate College	Local Offer
	Questions	Reigate College Response
1	How does the College know if young people need extra help and what should I do if I think the young person may have special educational needs?	<p>The progress of all students at college is monitored regularly by tutors/subject teachers and the Senior Pastoral Team so that when a student is not making expected progress in a particular area of learning, the College can identify the need for additional support. This will then be discussed with parents/carers and the student concerned.</p> <p>Parents will receive 5 reports each academic year detailing academic progress. For A level and some BTEC subjects there are periodic key assessments as well as progression and/ or mock exams during a year. If parents/carers have concerns about the progress or attainment of their son/daughter, they should, in the first instance, make an appointment to speak to the student's Pastoral manager to discuss their concerns. Alternatively, they can speak to the Learning Support Department directly.</p>
2	How do College staff support young people?	<p>Depending upon need, the Learning Support Department will either meet with the student prior to enrolment to discuss their needs or, when a need for additional support is identified during their studies, the student will be invited to meet with the Department to draw up a plan of support. The impact of the support will be reviewed on at least a termly basis and the College will monitor the progress made by the student.</p> <p>Both parents/carers and students are encouraged to seek help if they feel the support provided is insufficient or inappropriate.</p> <p>Governors are responsible for monitoring the effectiveness of the provision in place for students identified with SEND and they receive an Annual Report from the Learning Support Manager on the progress of students with SEND.</p>
3	How will the curriculum be matched to the young person's needs?	<p>During the enrolment process, students are encouraged to choose courses that "play to their strengths". Students can choose to study on any combination of courses, providing they meet the minimum entry requirements for that course. The College offers some courses at Level 2 (GCSE/BTEC). However, the majority of courses offered are Level 3 (A level/BTEC). Very occasionally there may be exceptional circumstances where a student does not meet all the entrance requirements for a course because of their learning difficulty and in this instance the Head of Department and Learning Support Department will liaise to assess viable options.</p> <p>All teachers are provided with information on the needs of individual students so that they can plan differentiated learning within the curriculum to ensure that all students are able to make progress to</p>

		reach their full potential. Students are encouraged to take responsibility and talk directly to their teachers if they feel their needs are not being met.
4	How will both you and I know how the young person is doing and how will you help me to support the young person's learning?	Parents/carers will receive five Interim reports throughout the year detailing academic progress, attendance punctuality, class ethic, motivation and time management. If a student is identified by their tutor or teacher as a cause for concern the student will initially meet with their Pastoral manager to discuss any issues they may have. If the difficulties are due to the student's learning difficulty then a meeting with either the learning support team and/or pastoral team can be arranged to discuss student's progress or concerns. All students and parents are invited to a 'parents evening' to meet the subject teachers
5	What support will there be for the young person's overall well-being?	All students are supported with their social and emotional development through the curriculum and tutorials. All staff and students are encouraged to support the College ethos of delivering quality education to the young person in a supportive community.
6	What specialist services and expertise are available at or accessed by the college?	The College has close links with many outside agencies, depending upon the individual's need the college will source the required support from different agencies The College is very keen to encourage the students to be as independent in their learning as possible and encourage the use of assistive technology. The College has a specialist adviser for students with Mental Health difficulties who liaises with health support agencies such as CAMHS. There is also a counsellor on site. It also has a specialist who liaises with other external agencies e.g. Social and Youth Services, Catch 22, YMCA.
7	What training have the staff supporting young people with SEND had or are having?	The vast majority of staff working with people with SEND are educated to graduate level and are either qualified teachers or training to be teachers. All staff members have regular update training in specific learning difficulties and are involved in discussions with staff and parents/carers where appropriate. The support staff at the College share "good practice" and organise training with support staff from other local colleges in the county. When specialist training is needed specialist trainers are sought as required.
8	How will the young person be included in activities outside the	College activities programme and Departmental trips are open to all students. Where there may be potential concerns a risk assessment will be carried out. Any issues identified will be discussed with both the student and parent/carer. We aim to be as inclusive as possible when planning trips and

	classroom including school trips?	activities and to make reasonable adjustments, where required to do so, in order to allow the young person to participate.
9	How accessible is the College environment?	All areas of the College are accessible to students. All buildings have lifts to the upper floors. Most doors are automatic. Where necessary, classrooms are relocated to allow for any access issues.
10	How will the College prepare and support the young person to join the College, transfer to a new college or the next stage of education and life?	<p>Prior to applying to the college students and parents are able to discuss informally the support that can be provided by the college at open evenings.</p> <p>Once a student with an EHCP and / or identified significant difficulties has applied for a place at college the admissions team will arrange an interview with a member of staff from the learning support department. It is very important that we have as much information about the student from parents/carers, students, and previous schools so that we can support the student as fully as possible.</p> <p>Prior to coming to college students are asked to provide evidence of any exam concessions and support that has been provided at school. Students and parents can ring and talk to the Learning Support Department and arrange visits prior to starting College if necessary.</p> <p>All students have an individual impartial interview at enrolment and all students who have disclosed that they have any learning need meet with the Learning Support Department as part of the enrolment interview process. Parents of students with significant need are encouraged to come to that interview.</p> <p>The College has its own Careers Department which is fully staffed and provides impartial one-to-one careers guidance on apprenticeships, employment and FE/HE options. For students with EHCP's and whom employment and FE/HE is not an option we work with Surrey choices to find supported employment and apprenticeships. The Department will liaise with universities where necessary. We have agreements with local universities to support students who may need to live close to home.</p>
11	How are the College's resources allocated and matched to young people's special educational needs?	<p>The student's individual requirements are carefully assessed by the Learning Support Manager who accesses appropriate funds and allocates them according to student's needs.</p> <p>While every measure is taken to ensure student safety, it is an open site and students are free to come and go as appropriate.</p> <p>The college does not offer wrap around care.</p>
12	How is the decision made about what type, and how much	Staff and students can approach the Learning Support Department at any time to discuss concerns and look at possible interventions. Parents can also contact Learning Support if they have a concern

	support, the young person will receive?	that a student is not succeeding, or the support is not appropriate. Support which equates to a reasonable adjustment can then be put in place with the agreement of the student.
13	How are parents involved in the college? How can I be involved?	The college works in partnership with parents /carers to support students. The college views the young person as an individual and the student's views and wishes are paramount in discussions. This is an opportunity for the young person to become more independent in a supportive environment. There is also the opportunity as a parent to become a Parent Governor.
14	Who can I contact for further information?	Contact: Susan Carnell Associate Director (Learning Support and Transitions) Robin Dixon (Learning Support Manager)