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Health, Wellbeing and Ready to Study Policy

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SIXTH FORM EDUCATION AT ITS BEST

• RIGHTS
• RESPECT
• RESPONSIBILITY

1 Introduction

1.1 The aim of this policy is to provide a framework to guide decision making in complex student welfare cases. The policy is underpinned by the College's values of Rights, Respect and Responsibility. This policy has been developed to work in conjunction with other key College procedures and policies including:

- Attendance and Punctuality
- Equality, Diversity and Inclusion (EDI) Policy
- Examination Policy
- Learning Support Policy
- Safeguarding Policy
- Student Code of Conduct
- Work Performance and Disciplinary Policy
- Young Carers Policy

1.2 Reigate College is committed to supporting all students and recognises the importance of a student's health and wellbeing in relation to their academic progression and ability to access a broader College experience. The College has a responsibility to support students to feel and function well, to maximise their potential. The College will also treat students in a manner that is consistent with the College's Equality, Diversity and Inclusion (EDI) Policy and mission statement: *High quality education in a supportive community.*

1.3 Where a student is clearly having difficulty at College for verifiable reason, the College will try to support the student by making reasonable adjustments, to help the student reach their full potential and maintain a daily routine.

1.4 However, it is important to be clear about what is reasonable in an educational setting and the limits to the individual support that can be provided within the College. Our staff provide outstanding care for all students, but there will be times when a student's physical or mental health are so affected that they are no longer able, despite support both internal to the College and externally, to maintain a reasonable academic progress. Therefore, it must be noted that:

- We are not a distance-learning College. Whilst it is reasonable for subject teachers and support staff to be flexible with attendance due to ill health on a temporary basis, prolonged periods of absence cannot be sustained
- There may be times when the nature of a student's ill health may require support beyond the expertise or capacity that we can reasonably offer
- Occasionally a student's ill health may present a health and safety hazard to either themselves or those around them, which is unmanageable in a mainstream educational setting
- Staff at the College cannot diagnose a student's ill health, particularly mental health
- If a student presents with an ongoing health (particularly mental health) issue that impacts on their education, then there is an expectation that student should seek support from services internally at College and externally. Internally, all students can access support from their Tutor, the pastoral team, the wellbeing mentoring team and can access counselling through 'Relate'. Externally, a student may need to seek support from their GP and from specialist mental health services such as CAMHS if required, we can also make referrals to a variety of support services if they meet the criteria

1.5 Promotion of positive health and wellbeing:

- The College aims to provide all students with access to opportunities which will help to improve their health and wellbeing through a variety of means, such as:
    - The College Tutorial Programme
    - Access to a Tutor, Senior Tutor, Pastoral Support Manager, or Pastoral Director
    - Self-help pages on our SharePoint site
    - Instagram page dedicated to Wellbeing – @RCWellbeing
    - Free access to the College's Gym
    - A range of free weekly activities
    - Wellbeing assessments available for all students
    - Mentors – Both Staff and Students
    - Access to onsite external counselling through Relate

- Partnership with external support services e.g. Mental health Support Team (MHST), Dorking Health Care Talking Therapies

2 Joining the College

2.1 Students are encouraged to disclose any physical or mental health need as part of their application. This disclosure will in no way prejudice any decision about the application; on the contrary, it is used to establish how best we can respond to the individual need and what reasonable adjustments can be made.

2.2 In cases where a complex or significant physical or mental health condition is disclosed, it may be appropriate that further information is sought from health care professionals or that confirmation is obtained from a medical professional that the student is 'ready to study' (Appendix A).

2.3 A Ready to Study Form (see Appendix B) must be submitted prior to enrolment, otherwise this process cannot be completed. A senior member of the Pastoral Team will enrol the student onto a suitable, agreed programme of study. Information regarding this student will be passed onto the designated Pastoral Monitor of the student, who will complete a Targeted Pastoral Support Agreement to ensure that appropriate support is in place for the student from the outset (see Appendix C).

2.4 Students in this category will meet their Pastoral Monitor regularly. In these meetings, a review of whether a student is meeting required expectations with regards to attendance, punctuality, and performance. If a student is not meeting the required standards, support in place will be reviewed and a meeting arranged with parents/guardians to determine whether it is in the student's best interests to continue.

3 Studying at the College

3.1 If students do not disclose a pre-existing physical or mental health condition on application, then it is unlikely that they will receive support or reasonable adjustment unless the condition becomes clear to a member of staff. Early disclosure of issues is, therefore, vital to allow us to assess how best to support students.

3.2 Students are made aware of the extensive range of student support services at the College, both during the induction period and as part of the ongoing Tutorial Programme (see section 1.1). If a student wants or needs to disclose any information, they can do this by seeing any member of staff, though it is suggested that the student meets with their Pastoral Manager. If a parent/guardian wants or needs to disclose any information, they can contact the Student Services Department studentservices@reigate.ac.uk. Information will then be passed on to the relevant members of staff.

3.3 Following a disclosure of a health or mental health issues a targeted support plan might be implemented. For health issues reasonable adjustments (Appendix E) and teaching guidance might be completed to help support a student to access their learning. For a mental health issue, a Targeted Pastoral Support Plan (Appendix D) can be implemented by a Pastoral Monitor. These plans are used to ensure that required support and reasonable adjustments (Appendix E) can be put in place and monitored to assess the effectiveness of the support. This plan will then be reviewed at regular intervals to ensure that the student is being supported.

3.4 If any information provided shows that the student is 'at risk', a risk assessment will be completed and if appropriate, a safety plan (Appendix F). This will be conducted by a senior member of the Pastoral Team or designated alternate. Support will then be offered to the student, which may involve referral to outside agencies such as CAMHS or the student's GP.

4 Support

4.1 It is reasonable for teaching staff, on a short-term temporary basis, to liaise with students via email or on Microsoft Teams. This cannot continue in the long-term, as we are not a distance-learning College.

4.2 Departmental and Pastoral support will be provided. Pastoral support will be managed by a pastoral manager or a senior member of the Pastoral Team. The College cannot provide complex medical, psychological, or psychiatric support.

4.3 Whilst the student has problems with their health, they should:

- Complete work that has been set (as much as possible) and return it
- See if they can attend other sessions (if normal timetabled lessons are missed)

4.4 Parents/guardians should ensure that up-to-date evidence (if applicable) has been provided.

5 Academic Progress

5.1 Each case needs to be considered on its merits, but a minimum level of overall attendance needs to be maintained to allow a student to realistically achieve. Academic success depends on engagement in classroom activity, so excessively long periods of complete absence or very poor attendance will make a student's studies untenable.

5.2 With regards to coursework and homework, if students fall significantly behind with their deadlines, despite extensions being offered, then continuing will not be viable. This might include falling behind with their work/coursework to the extent that they are not likely pass their qualification. Under exam board coursework assessment guidelines both the student and the College must verify that is it the students own work. If a student cannot attend college for a prolonged period, the College may not be able to verify the student work. A decision on this will be made by the Head of Department or designated alternate, in conjunction with a senior member of the Pastoral Team.

5.2 Prior to this, the College will:

- Ensure 'reasonable' support/adjustment (Appendix F) has been provided for the student
- Fully consult the student's teachers and other curriculum, pastoral and Learning Support staff
- Consult with the student and/or their parent/guardians
- Refer the student to external agencies, if applicable

6 Support after Long-Term Absence

6.1 For any student who has had a long period away from College, a designated pastoral monitor will conduct a meeting with the student when they return. Parents may be required to attend. Support for the student will be agreed at this meeting. The student may also need to provide evidence from a professional that they are ready to study at College (see appendix A and B).

7 Timetable Adjustments

7.1 On a case-by-case basis, reasonable adjustments (Appendix F) will be considered and applied where possible. Current evidence is required when considering the possibility of an adjusted timetable for the student. These are exceptional circumstances as the College does not offer part-time programmes of study. Nor is it a distance learning college and if adjustments are made then directed study periods will be allocated to top up timetables. If this is the case, all parties will be consulted before it is agreed, including student, parent/guardian, Head of Department(s), and anyone else involved in supporting the student. These cases must be agreed by a senior member of the Pastoral Team.

8 Completion of Study

8.1 There are occasions when physical or mental health issues are so complex/significant that it is not possible for a student to complete their programme of study. Ideally, a clear consensus from all parties would emerge about the best way forward for the student, but this will not always be the case. There will be situations where the College believes that it has exhausted the support options available and made sufficient reasonable adjustments, but the student is unable to maintain their ability to study.

8.2 If the College, the student and the parents/guardians all agree that a student should withdraw, then this will be actioned. Where there is no consensus that withdrawal is the most appropriate outcome, then considerations will be made to the students' performance, as stated in point 5. In these cases, the College reserves the right to withdraw the student for the current academic year.

9 Withdrawn Student

9.1 Once the student has been withdrawn for health reasons the College will:

- Offer careers and progression advice
- Pass the student's name to Surrey County Council Youth Services (or alternative) so that additional support can be sought
- Write to the student/parents/guardians to inform them of the decision
- In some cases, provide the student with a letter offering them a break in learning with the opportunity to restart the following year (see point 10)

10 Restart/Break in Learning

10.1 In exceptional circumstances, it may be appropriate to offer a conditional restart at College. Students can only ever restart once. They must restart their studies in the following academic year and before they turn 19 years of age.

10.2 Before the restart, students must show that they are 'ready to study' by providing verifiable medical evidence and evidence of routine (see appendix A and B). Please note, there may be legitimate reasons e.g. specification change, why this is not always possible.

10.3 In these situations, it is the responsibility of the student to contact the student services team and admissions with an email showing intent to return by 31 May to confirm they wish to restart. If the student has met the conditions to start they be asked to attend a support meeting with parents and will sign the Ready to study agreement appendix B.

10.4 The following additional conditions will then apply:

- If the student is restarting their Lower Sixth year, they will have to attend Induction Day
- Restarters will automatically be monitored by a designated Pastoral Monitor

11 Return to College after a 'crisis'

11.1 See appendix G for what a 'crisis' might include for the purposes of this Policy.

11.2 If a student has been deemed ready enough to return to College by a medical professional, the student will meet one of the safeguarding team before they resume attending lessons/activities. A member of the safeguarding team or designated alternate will continue to monitor that student for the next four working weeks (if applicable).

11.3 If a student has been identified through a crisis or received a diagnosis of a mental health issue or is receiving support either through CAMHS or another organisation, it could be that a Targeted Pastoral Support Plan is written up and a safety plan (Appendix F) is agreed. The plan will be written consulting the pupil, parents/guardians and relevant professionals. The plan works using an 'Assess, Plan, Do and Review' cycle.

11.4 When a student returns in this instance, if the student is unable to keep themselves safe by following an agreed plan, it will be deemed that the College environment is not suitable for the student and therefore they will be withdrawn from College role. Section 10 of this Policy may be considered.

11.5 Please note, the College is an open site, where students have 'free periods'. Therefore, we do not have the resources to:

- Account for a student's whereabouts at all times
- Ensure a student's safety at all times

Appendix A - Checklist of Evidence for Ready to Study

1. The students and/or the parents must provide evidence that the student is ready to study. Evidence of the following is required:
   - Letter or email from medical practitioner that the student can undertake a programme of study at Reigate College. The medical practitioner needs to be aware of the demands that a programme of study may put upon a student and believe that the student can cope with this. Specific reference should be made to:
     - Ability to attend College regularly
     - Ability to complete regular academic study
     - Ability to cope with exam and coursework pressure
     - Ability to manage in the open and unsupervised nature of the College site
     - Ability to cope with being in the large College community of over 3,000 students
     - Any reasonable adjustments that may need to be made

2. Appendix B is a pro forma that the medical practitioner can complete.

3. Proof of sustained routine in the student's life for example attendance at:
   - School
   - College
   - Employment
   - Voluntary work
   - Recognised programme of rehabilitation

4. Proof of regular and on-going engagement with support services/medical services/social services as directed by the medical practitioner:
   - Letter or email detailing what support the young person has received, what ongoing support is in place to help the younger person with the transition into the college environment. Evidence of Engagement with support and evidence that demonstrates that the student will be able to:
     - Attend College regularly
     - Complete regular academic study
     - Cope with exam and coursework pressure
     - Manage in the open and unsupervised nature of the College site
     - Cope with being in the large College community of over 3,000 students
     - Any reasonable adjustments that may need to be made

Appendix B: Ready to Study Form
Medical Professional Pro Forma

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Name of student:	

Please tick as appropriate and comment on each of the following points. The student named above has the:

		Yes	No
1	Ability to attend College regularly		
Comment:			

		Yes	No
2	Ability to complete regular academic study		
Comment:			

		Yes	No
3	Ability to cope with exam and coursework pressure		
Comment:			

		Yes	No
4	Ability to manage in the open and unsupervised nature of the College site		
Comment:			

		Yes	No
5	Ability to cope with being in the large College community of over 3,000 students		
Comment:			

Please specify any reasonable adjustments that may need to be made to enable the student to meet the above:

Declaration by medical professional:

	Yes	No
In my professional opinion, the student named above is ready to study at Reigate College.		

Name: _____ Position/Profession: _____
Signed: _____ Date: _____

Official Organisation Stamp:	

Appendix C: Targeted Pastoral Support Agreement (Break in Learning/Ready to Study)

Please complete two copies of the Agreement – one for the parent and one for College records.

Targeted Pastoral Support Agreement: Retention of a place at Reigate College – Break in Learning/Ready to Study returning student.

Name of student:	

This personal agreement is in place to help support you throughout your first term at college and to help you settle in. It is also a method for the College to ensure that you receiving as much help as possible to achieve in your education. In addition, this sets out what is expected from you in terms of engaging with support and benefitting from your time at College.

Are you currently receiving any support outside of College that we need to be aware of:

Are there any reasonable adjustments you would like to have in place to help support your learning:

What Targeted Pastoral Support will you engage with?

Support	Tick
Weekly meeting with a member of the Pastoral Team	
Receive support from a Peer Mentor	
Receive support from a Wellbeing Mentor	
Counselling with Relate	
Other (please state):	

I understand that the retention of my place at Reigate College depends on me **fully meeting** the following conditions:

1. Maintaining an adjusted attendance level of at least 95% and be working towards the College expectations of 95% actual attendance - including tutorials, plus classes and learning support.

2. Attending lessons and tutorials punctually and with the appropriate books/materials.

3. Working conscientiously, in and out of College, and producing work consistent with my target grades.

4. Obtaining good Interim Reports, that is, ones which show effort grades of at least 3 and current working grades which are as good, or better, than my target grades.

Further to 1-4 above, I understand that:

5. Adjusted attendance is that after illness absence. All absences must be reported to: attendance@reigate.ac.uk daily by parents/guardians. If there is persistence absence medical evidence will be required. Regular sickness absences, which are not covered by a doctor's note will count against my actual attendance level. Written evidence must be supplied to validate other absences e.g. university visits.

6. My progress will be reviewed at regular intervals and that, if any one of these reviews it is deemed unacceptable, further support may need to be implemented.

I understand and fully support the fact that if I fail to meet one or more of the above conditions that my place may be withdrawn from Reigate College and I understand that there is no right of appeal.

Student signature: _____ Date: _____

Statement of support by parent/guardian

1. I fully support the undertaking given above and agree to closely monitor my son/daughter/young person's study performance outside of College.

2. I accept that the conditions stated in 1 to 6 above are reasonable and achievable.

3. I understand, and fully support, the College's regular monitoring of my son/daughter/young person.

4. I realise that if my son/daughter/young person's place is subsequently withdrawn, there will be no further internal appeal mechanism.

I understand and fully support the fact that if my son/daughter/young person fails to meet one or more of the above conditions that their place will be withdrawn from Reigate College and I understand that there is no right of appeal.

Parent/Guardian signature: _____ Date: _____

Parent/Guardian Name: _____

I can be contacted as follows:

Mobile: _____ Email: _____

Finalising the Agreement

I am satisfied that the student and their parent/guardian have understood the terms of this Agreement and that all parties are committed to its success.

Staff signature: _____ Date: _____

Staff Name: _____ Role: _____

Appendix D: Targeted Pastoral Support Plan

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Name of student:		Tutor Group:	

Throughout your time at College, you may need to have some more regular support from the Pastoral team. This is called Targeted Pastoral Support. This idea of this support is to put in place a plan that can be monitored and reviewed. This is to hopefully enable you to get some support that makes a difference, first we will assess your situation, make a plan, then we hope that you alongside support can do you plan and then in time we will review your plan.

Assess: Presenting Concerns

Assess: Support Network – who is currently supporting you?	**Yes**	**No**
Parents/Guardians		
Friends		
Staff members		
Other (please state):		

Assess: Wellbeing – have you tried any of the following changes?	**Yes**	**No**
Exercise (ideally 30 minutes at least 4 times per week)		
Reducing your caffeine intake (300mg or less per day)		
Practising good sleep patterns		
Limiting screen time		

Assess: College Support – have you tried any of the following support systems	**Yes**	**No**
Self help pages on SharePoint		
Mentoring		
Relate Counselling		

Assess: External Support – have you tried any of the following support systems?	**Yes**	**No**
GP		
CAMHS		
Catch 22		
Reaching Out Team		
Dorking Healthcare Talking Therapies		
Other (please state):		

Plan

The College works to put in place plans that should support you, these plans can also include reasonable adjustments. These adjustments are designed to be put in place for a period of time to see if they make an improvement to your learning and time at College.

What is the plan (include reasonable adjustments)

Any external referrals required:

We need to give you time now to work on your plan. There is lots of things to try and do. Don't forget sometimes you have to keep on trying to find out what works for you. There is never one answer to anything.

Review Schedule	**Weekly**	**Fortnightly**	**Monthly**	**Termly**

Review date:	
Where:	
Reviewer:	

Appendix E: Reasonable Adjustments

Reasonable adjustments are a method that the College uses to make adaptations to minimise the risk a student not achieving to the best of their ability due to Pastoral Reasons. Reasonable adjustments can be implemented on a Short term and long-term basis. The list below outlines the most common reasonable adjustments:

- Movement break – A break during lesson time
- Toilet breaks – Not asking to leave lessons
- Work In P103 instead of lessons
- Avoiding cold calling in lessons
- Sit near the door or at the back
- Timetable adjustment
- Leave a lesson early and arrive late
- Get an extension on a deadline
- To attend regular appointments
- Materials Support (pre-printing materials)

Appendix F: Safety Plan

Here are some other coping methods which young people tell us they find helpful:

- Talk to someone you feel comfortable with.
- You can ring or text one of our recommended helplines.
- Do something you enjoy e.g. drawing, writing, dancing or watching a film.
- Do some light exercise e.g. going for a walk.
- Listen to music.
- Do some relaxation/mindful techniques.

www.sabp.nhs.uk/mindsightsurreycamhs/resources/CYP-help-sheets

Here is a link to some apps that you may want to explore

www.nhs.uk/apps-library/category/mental-health/

Useful helplines and websites:

Local to Surrey

CYPS Crisis Line (24/7) 0800 915 4644

CYP Haven www.cyphaven.net for over 10s

ADHD/ASD advice 5pm until 10.30pm inc. Sat & Sun, please contact 0300 222 5755 to be transferred to NAS or Barnardo's.

National

ChildLine 0800 1111 www.childline.org.uk

Family Lives 0808 800 2222
www.familylives.org.uk

Beat 0808 8010 677
www.beateatingdisorders.org.uk

NHS 111

Catch22 08006226662 www.catch-22.org.uk

Young Minds Crisis Messenger text YM to 85258 (24/7)

Papyrus 0800 068 41 41 Text 07786 209697 E-mail pat@papyrus-uk.org
Offering support and guidance on the prevention of suicide

Kooth www.kooth.com
Online support weekdays 12noon–10pm
Weekends and bank holidays 6pm-10pm

NHS
Surrey and Borders Partnership
NHS Foundation Trust

Name of young person:
NHS Number:
Date:

If you sometimes struggle or feel distressed, it can be helpful to create a plan. to keep yourself safe when your thoughts feel overwhelming.

1. These things cause me distress:

2. When I am distressed, this is what you'll see:

3. When I am distressed, I will try these things (What would you tell a friend to do who was feeling this way?)

4. When I am distressed, this is how you can help me:

Appendix G: Crisis – following a crisis

- Suicide attempt
- Student has been hospitalised because of serious mental health difficulties
- Serious self-harm

This list is not exhaustive.

Appendix H: Health, Wellbeing and Ready to Study Offer Flowchart

Health , well being and fitness to study offer sent within four week of interview

- Health, Wellbeing and Ready to Study offer.
- A place may be offered to the student subject to the student meeting the requirements under the College's Health, Wellbeing and Ready to Study policy.

Evidence to be submitted within four working weeks of receipt of the offer email

- Evidence relating to the issue should be submitted to the Admissions Department at College within four weeks of receipt of the notification e-mail.
- Evidence should be; supporting medical evidence of any on going medical issues which have affected the student's ability to access education and/or details of the ongoing support the student is engaging with. And/or evidence of significant social issues with details of the external agencies involved and the on-going support the student is engaging with.

End of April / May

- Reigate College will obtain an updated report and updated attendance record at the end of April/May.
- The College will also require the Appendix B of the Health, Wellbeing and Ready to Study Policy to be completed by a medical practitioner and return to admissions by the beginning of May.

End of June

- Reigate College will inform the student in writing of a decision. If the student is successful, they will be asked to attend a meeting with a senior pastoral member of staff where any reasonable adjustment and support requirements will be discussed. The student and parent may be required to sign up to targeted support plan.

The student should demonstrate a sustained improvement in attendance and positive school reports. If sufficient evidence is not provided which supports that the student is fit and able to attend the College in line with the Health, Wellbeing and Ready to Study policy and the Student Code of Conduct, the offer will be withdrawn.