



Croydon
College

GETTING READY FOR COLLEGE

From the Additional Learning
Support Team

CROYDON COLLEGE

WE WISH YOU A WARM WELCOME

This pack is for new students who want information about Additional Learning Support at Croydon College. It will also help you learn more about the wider college so you can feel better prepared to start your college career with us.

We understand that the world is very different at the moment and you will be starting college in a very different way. We hope that the information in this pack will answer some of the questions you have and help you familiarise yourself with the college.

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A woman with blonde hair in a ponytail, wearing glasses and a dark blue uniform, is focused on working on the engine of a blue car with its hood open. A man in a dark blue uniform with a high-visibility orange and yellow vest stands beside her, looking on. The background shows a workshop setting with white cabinets.

ADDITIONAL LEARNING SUPPORT



MEET THE TEAM

We understand that some people will be worried about starting college. It might be nice for you to have some faces you can recognize.



Jane Brodziak

I've been working at Croydon College for nearly three years and have spent over 20 years working as a Business Analyst in the Financial Services sector. I studied Maths at university and do a lot of Maths and English support in the college.



Sarah Oxley

I'm a trained nurse so can help with Health and Social Care and, anything around health or science (perhaps)! I really enjoy helping students with their spelling and reading, I have experience in teaching phonics to students in secondary school. I'm studying at the moment too - so I understand the pressures of studying and the need to be organised and I can help you with that.



Susi Lingham

Hi, I'm Susi, and I'm a member of the Additional Learning Support team. I've been supporting students in education since 2015, and have been with the college now for nearly two years. I work with students in English, Music, Business, and Health & Social Care. Ask me a question – I'm always happy to help

MEET THE TEAM

The Additional Learning Support team has a wide range of staff.

Head of Additional Learning Support: Iona Alberto

Senior Additional Learning Support Coordinator: Hannah Rice

Additional Learning Support Coordinators: Stanka Petrova & Natalie Janali

- ✓ Speech and Language Therapist
- ✓ SpLD (Dyslexia) Tutor
- ✓ ASD (Autism) Tutor
- ✓ SEND Tutor
- ✓ Senior Learning Skills Practitioners
- ✓ Learning Support Practitioners
- ✓ Learning Support Practitioners- Work Based Learning
- ✓ Education, Health and Care Plan Coordinator
- ✓ HE Learning Support Practitioner
- ✓ Funding and Admin Officer

GETTING STARTED

At enrolment, or beforehand, you will have the chance to sit down with one of the team and complete a form where we document all the important information about your condition.

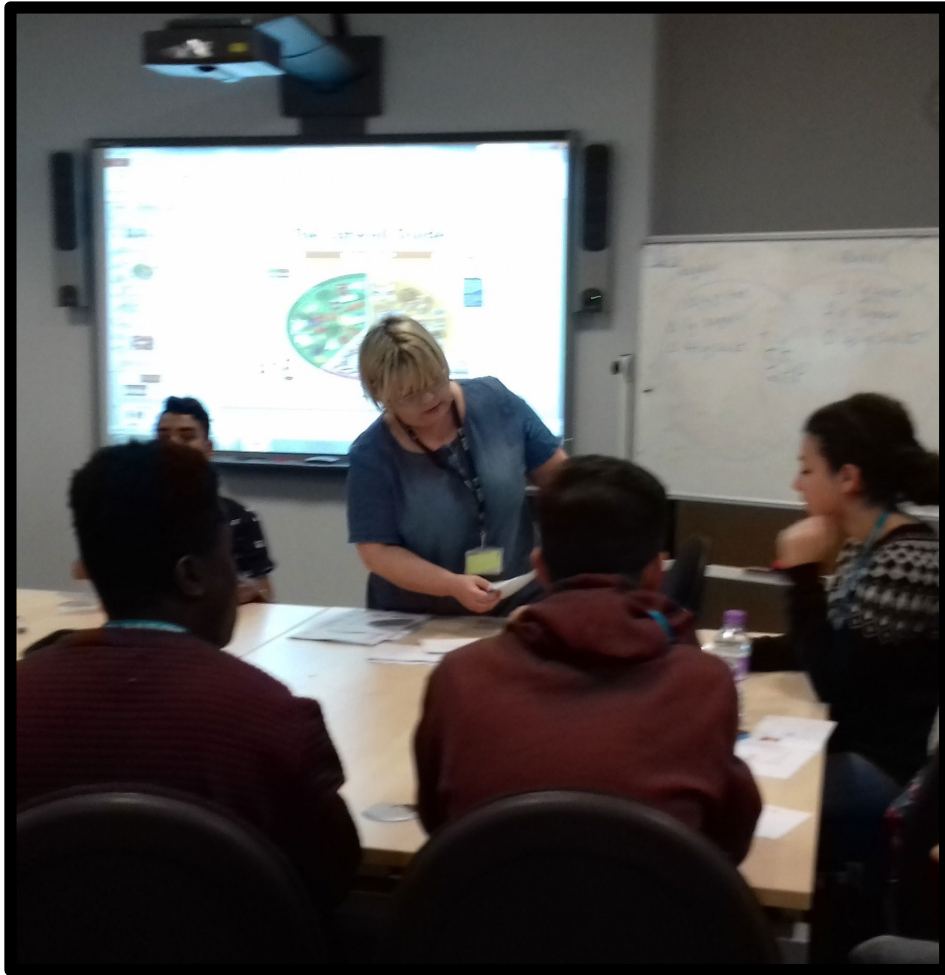
We might need to carry out a risk assessment for you depending on your support needs. We have to make sure we assess the risk and make the environment safe for you and others.

We might also decide that you need help evacuating the building during an emergency and in that case we will need to do a personal emergency evacuation plan to show you where to go and what to do if this happens.

It is also important to let us know if your conditions change or if you are diagnosed with any new conditions through the academic year.



SUPPORTING YOU IN CLASS



We will ask your permission to share information about you with people like your teachers.

It's important that we do this so that they can adapt their lessons to meet your needs.

We will give your teachers advice and guidance on reasonable adjustments and the support you can receive while studying here.

ADDITIONAL LEARNING SUPPORT BASE

The Additional Learning Support department has a centre that can be accessed through the first floor of the library.

If you have any questions about Additional Learning Support this should be the first place you come. Someone on the reception in this room will be able to help you.

We are open:

- Monday- Friday
- 9am-5pm



SUPPORT AVAILABLE



The Additional Learning Support department can offer you a range of support depending on your level of need.

This can include:

- ✓ I:I in class support
- ✓ I:I / small group out of class support
- ✓ Workshops
- ✓ Speech and language therapy
- ✓ Access to specialist staff
- ✓ Specialist equipment and software

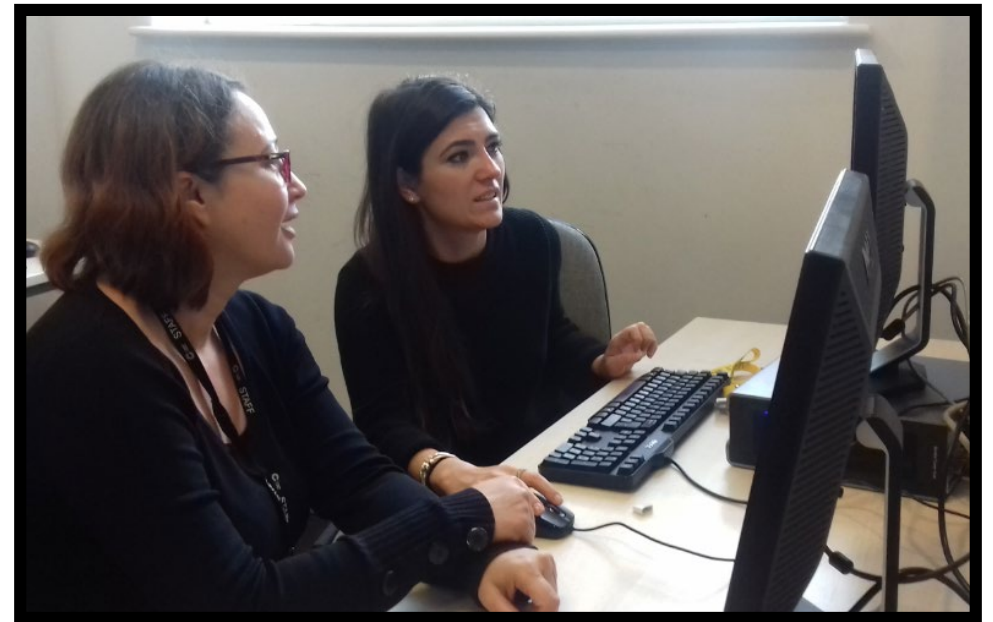
EXAM ACCESS ARRANGEMENTS

It is important that you tell us if you think you might be entitled to exam access arrangements as soon as possible to ensure that this is in place.

Exams can be scheduled early on in the academic year and we need to make sure that we have been able to agree your arrangements well in advance.

Exam access arrangements can include:

- ✓ Extra time
- ✓ Smaller room
- ✓ Reader
- ✓ Scribe
- ✓ Practical Assistant



SUPPORTED EDUCATION

Some students will be on courses in the main college, but the Additional Learning Support department also has courses for students who need to develop their independent learning and living skills.

These courses can also be personalised and delivered alongside smaller, mainstream programmes.

Progression

- English and Maths
- Work experience
- Curriculum tasters
- Study skills
- Personal presentation
- Resilience

Independent living

- English and Maths
- Community access
- Travel/journey training
- Money management
- Social skills/SULP
- Personal hygiene

Employability

- English and Maths
- Work experience
- Independent travel training
- Money management
- Communication skills
- Personal presentation

HIGHER EDUCATION

We have a dedicated HE Learning Support Practitioner in the team.

If you are in higher education and have a learning difficulty, disability or health condition it is important that you tell us about this. Croydon College can make reasonable adjustments for you and also advise you on Disabled Students Allowances.

If you are a student looking to go into Higher Education in the future, you can get advice and guidance from the HE Learning Support Practitioner.



KEEPING UP TO DATE

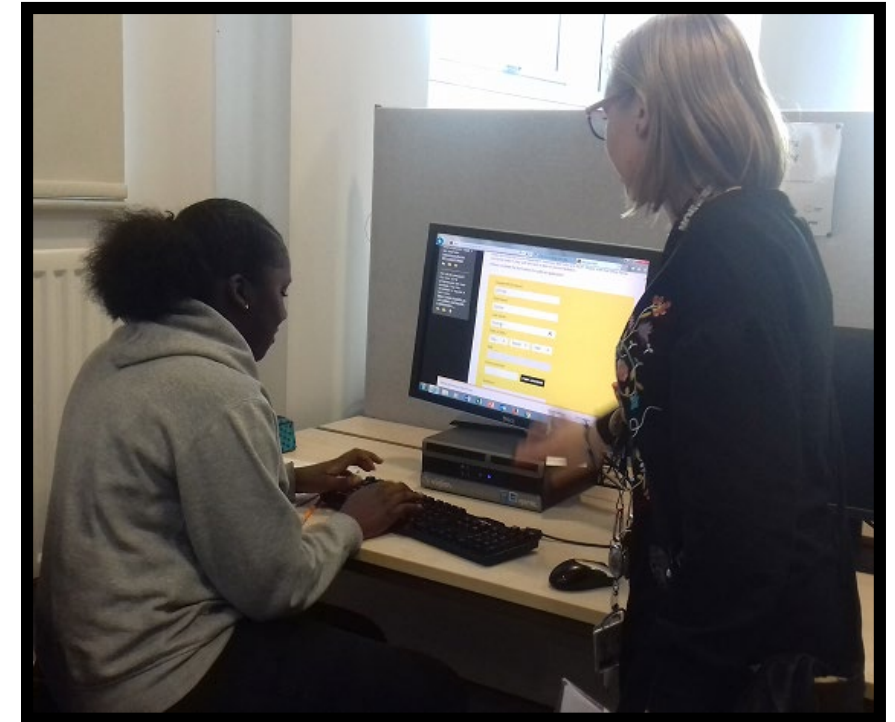
It is very important that you keep the college updated with your contact details and check your voicemails, text messages and emails regularly as this is how we will get in touch with you.

Do ensure that you come to see the Additional Learning Support team if we have asked you to, as it could be something very important.

We look forward to welcoming you to the college and our department.

ALS@croydon.ac.uk

020 8686 5700 ext. 3046



GETTING AROUND COLLEGE



COLLEGE MAP

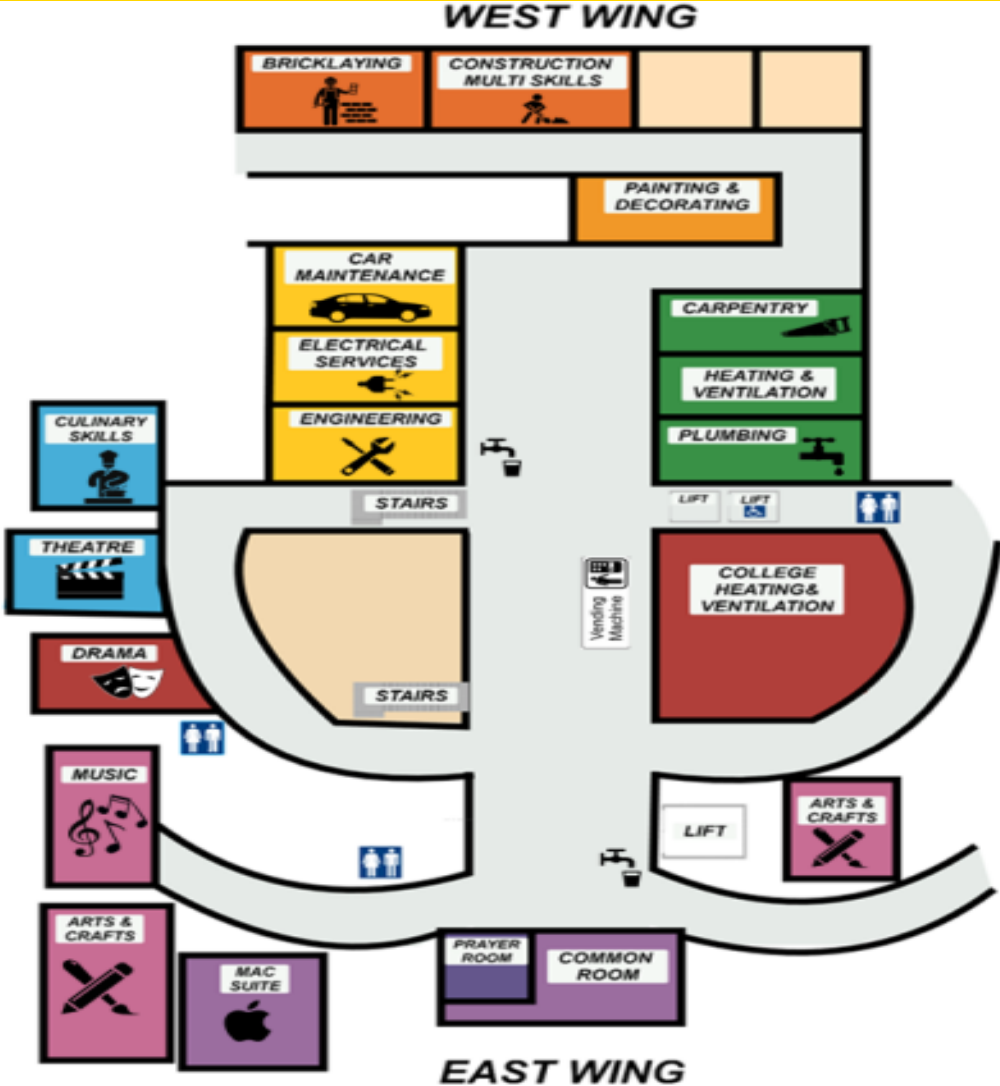
The following maps will give you an idea of the layout of the college.
They show important areas of the college including:

- ✓ Curriculum areas
- ✓ Student service areas
- ✓ Toilets
- ✓ Lifts
- ✓ Water points

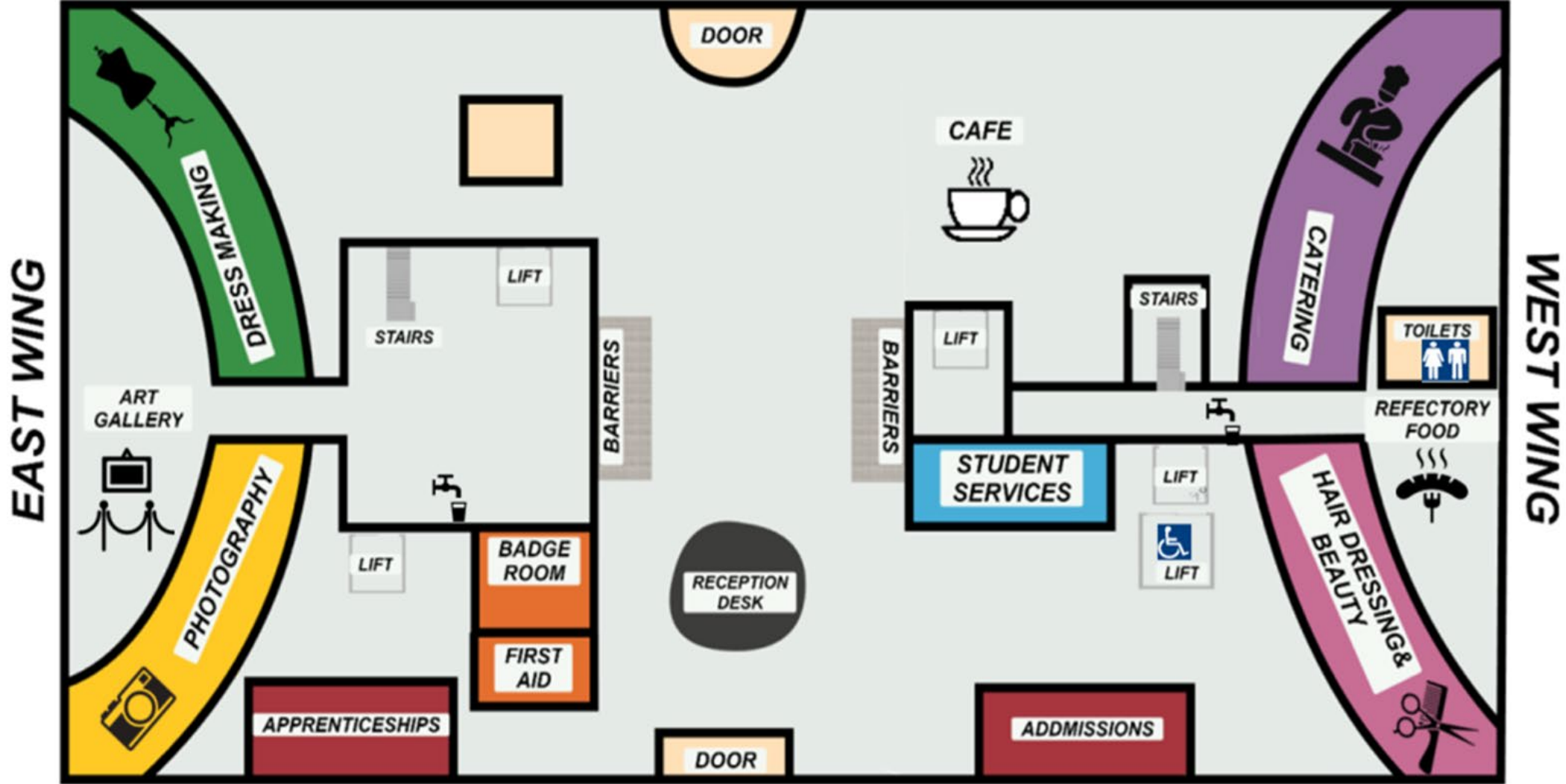
Don't forget to watch the 360° virtual tour of the college on the website
AND

The video made by the Additional Learning Support team within this pack which takes you to some of the important places you need to know about.

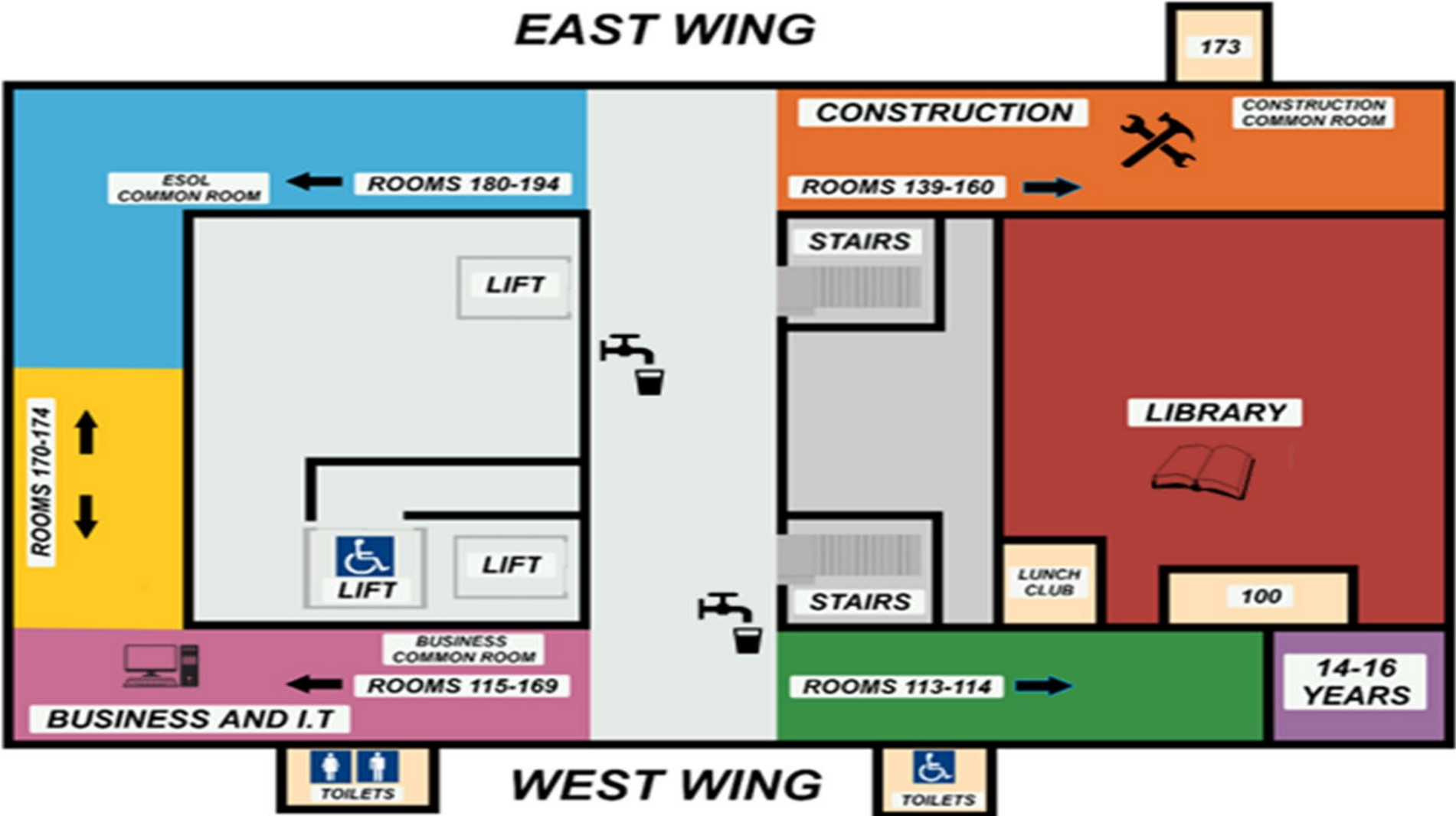
LOWER GROUND FLOOR



GROUND FLOOR

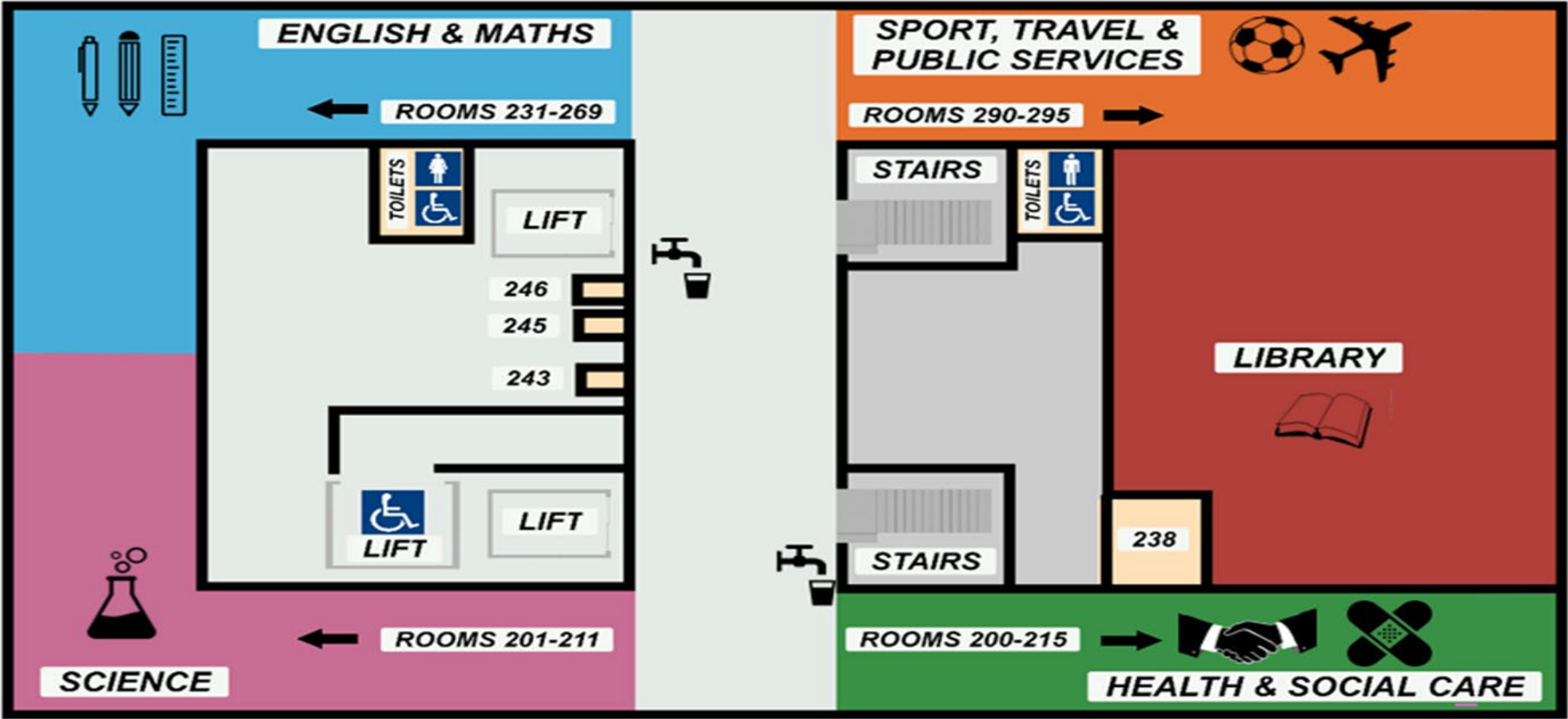


FIRST FLOOR



SECOND FLOOR

EAST WING



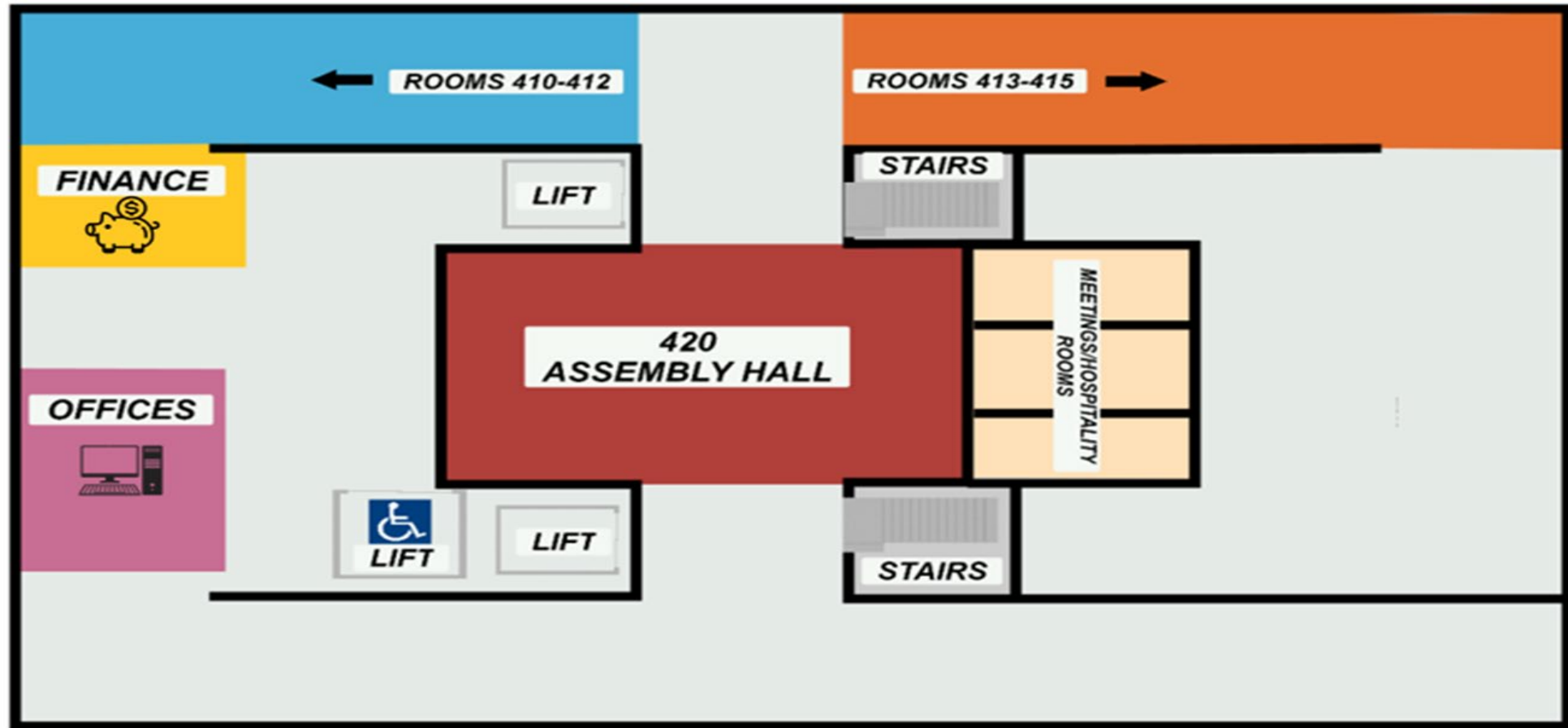
WEST WING

THIRD FLOOR



FOURTH FLOOR

EAST WING



WEST WING

A photograph of a female student with blonde hair and glasses, wearing a dark blue jacket, working on the engine of a blue car. A male teacher in a blue and orange high-visibility safety vest stands beside her, pointing at the engine. The scene is set in a workshop or garage.

LEARNING AT CROYDON COLLEGE



KEEPING UP TO DATE

Your classwork will take many forms:

- ✓ Teacher led presentations
- ✓ Notetaking
- ✓ Course-book tasks
- ✓ Research on the internet
- ✓ Class discussions
- ✓ Practical work



WHAT TO EXPECT FROM A LESSON



- ✓ There will be a teacher who will register you into a class.
- ✓ The teacher will then begin the lesson, explaining the lessons and topics of your course.
- ✓ You may have a Learning Support Practitioner (LSP) in class to help you and your classmates with your work.
- ✓ LSPs will also help you to check your spelling, help you follow your tasks.
- ✓ Use a pen and paper to take notes in lessons. Use your highlighter to mark important information

HOMEWORK

You will get different types of homework:

- ✓ Worksheets
- ✓ Short assignments
- ✓ Longer assignments that need more planning
- ✓ Independent research on the internet
- ✓ Revision for tests



You can come to the Additional Learning Support base if you need a quiet space to do your homework.

EQUIPMENT

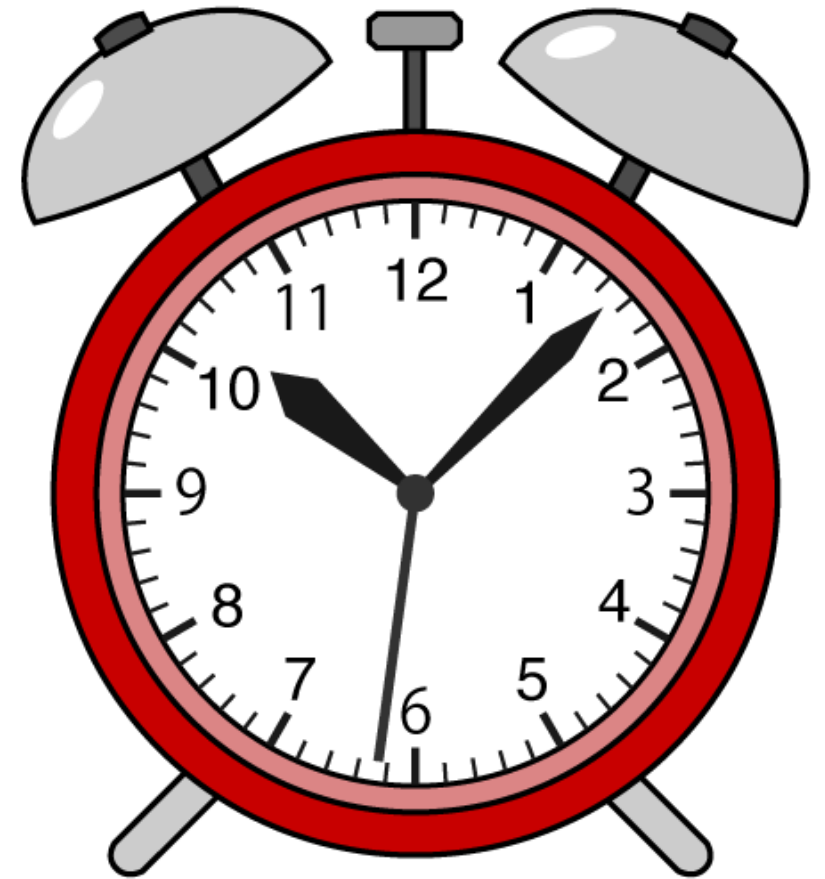


Please bring these items to your lessons:

- ✓ 2 pens
- ✓ 2 pencils
- ✓ A notebook / notepad
- ✓ USB stick
- ✓ Ruler
- ✓ Highlighter
- ✓ Calculator
- ✓ ID badge

TIME MANAGEMENT

- ✓ If you have a phone with a camera, take a picture of your timetable
- ✓ Prepare your bag the night before college
- ✓ Set an alarm the night before your days in college
- ✓ Check for delays to public transport when you wake up
- ✓ Make sure you plan to arrive at college at least 15 minutes before your lesson



MAXIMISING YOUR POTENTIAL

- ✓ Use a paper planner or one on your phone if you have one to record important deadlines
- ✓ Get enough sleep, 8 hours a night is usually enough for most people
- ✓ Listen attentively in class, take notes, and ask questions if you're not sure of something
- ✓ Avoid distractions like your mobile phone and social media
- ✓ Work on one thing at a time and remember to take breaks



NOTE TAKING

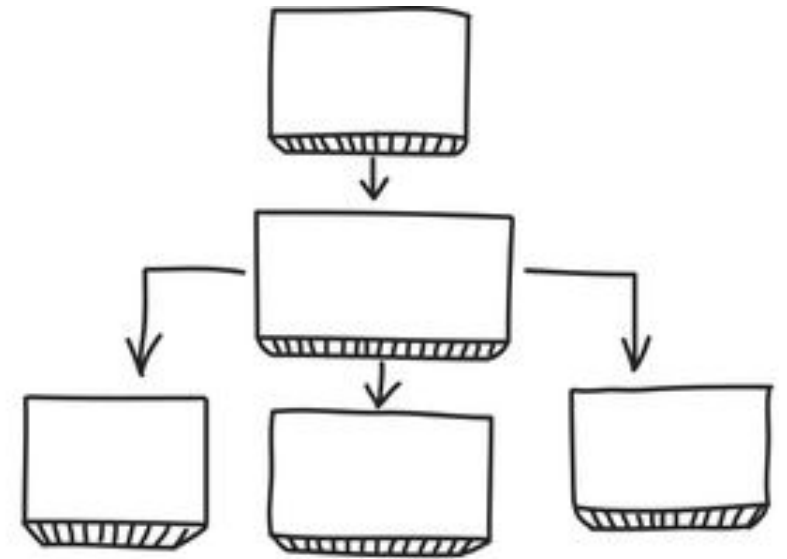
The notes you take will help you to revise and plan your assignments.

Be ready to take notes:

- ✓ When a teacher delivers a presentation
- ✓ When you watch a video
- ✓ When taking part in discussion

Why not experiment with different ways of taking notes.

Mind mapping and other graphic organisers can be quicker and easier.



READ WIDELY



- ✓ Get ready to read widely!
- ✓ Go beyond a course handbook.
- ✓ How about assembling your own mini library?
- ✓ Become familiar with your relevant section of the library.

The library at Croydon College has more than just books.

Ask the library staff about journals, magazines and encyclopaedias to broaden your knowledge.

WELLBEING



UNDERSTANDING YOUR FEELINGS



We all have good and bad days.
Its important to recognise when
our feelings are impacting on our
everyday lives.

But how can we do this?



Are your feelings stopping you from
doing day to day activities that you
used to enjoy?

Are your feelings stopping you from
achieving your goals?



If this sounds familiar you might
need to think about how you can
help yourself to feel better.

TYPES OF WELLBEING

Social Wellbeing

This is about feeling like you belong; to a group, in the workplace, in college. It includes making good relationships with others and feeling a sense of social inclusion and social stability.

Emotional Wellbeing

Good emotional wellbeing allows you to be able to function in society and overcome daily challenges.

Physical Wellbeing

Physical wellbeing is not just about being free of sickness. It is about having a healthy lifestyle that gives you a balanced body, mind and spirit and which will help you avoid conditions and diseases associated with unhealthy living.

SIGNS AND SYMPTOMS

If someone is struggling with their wellbeing, they might display some of the following:

- Changes in sleep patterns
- Becoming withdrawn or less social than usual
- Changes in eating patterns
- Change in appearance – weight loss or gain, lack of self care
- Personality shifts – becoming more irritable or emotional

MANAGING SOCIAL WELLBEING



Spending time with supportive people who you can trust. This could be a friend, family member or a mentor.



Youth clubs can allow you to express interests in different self-care techniques:

- ✓ Sports activities
- ✓ Travelling to new places
- ✓ Playing music



Volunteering is a useful distraction and can give you a sense of achievement by helping others.

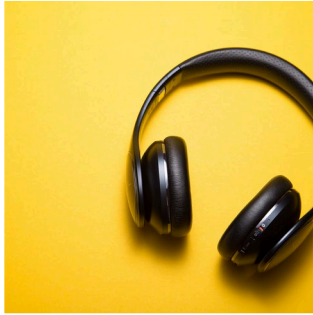


Have a laugh!
Humour can distract you from negative thoughts.

MANAGING EMOTIONAL WELLBEING



Talking to someone who is trained to listen; like a therapist or a counsellor.



Choosing activities like physical exercise or music will address both emotional and physical satisfaction.



Managing your time by setting up a plan at the start of the day.



Finding a quiet place that will give you the space to think.



Set up a goal. Work on one goal at a time.



Making an appointment with your doctor to discuss other treatments.



Good sleep pattern.

MANAGING PHYSICAL WELLBEING



Exercise



Healthy eating



Avoid substance
misuse



Getting enough
sleep

FROM SCHOOL TO COLLEGE: CHANGES AND CHALLENGES



FROM SCHOOL TO COLLEGE: CHANGES AND CHALLENGES



INTERNAL SUPPORT – HERE TO HELP

Mental Health First Aiders

Offer support to students experiencing mental health issues or those needing emotional support. This interaction could range from having an initial conversation through to supporting the student to get the appropriate help. Posters with all the Mental Health First Aiders are on display around the college, but you can also ask staff members to help you locate them.

Wellbeing Room

In the Additional Learning Support Room, there is a quiet reflection room where students can go when they are feeling anxious. Our wellbeing team are always available if you need someone to talk to.

Safeguarding Team

If you are worried about yourself or someone else then any member of the safeguarding team can help. Staff that wear a pink lanyard are part of the college safeguarding team.

EXTERNAL SUPPORT

YOUNGMINDS

TALK TO US

OFF THE RECORD

kooth

OASIS OUTREACH AND SUPPORT
IN SOUTH LONDON
Me and My Mind

There are many external services that you can access if you need extra support. Speak to the staff in Student Services to find out more.



ADVICE ON CORONAVIRUS



KEEPING SAFE DURING THE PANDEMIC

We have included in these slides the current information, advice and guidance on Coronavirus and how Croydon College is operating. We listen to the Government guidance and as this changes so will our practices. Please listen to the staff in the college and follow any new information sent from the college by post, email or published on the website as this will accurately reflect any of the changes made.

Due to individual needs, some students will continue their studies from home and this will be agreed on a case by case basis.

Additionally, students who cannot follow the information, advice and guidance may have to continue their studies from home.

WHAT CHANGES HAVE BEEN MADE TO THE COLLEGE?

We have followed all government guidance and carried out a full risk assessment.

We have also introduced:

- ✓ Hand sanitising points
- ✓ Sufficient handwashing facilities
- ✓ Online learning
- ✓ One way system
- ✓ Extra deep cleaning

Some areas of the college will remain closed.

There will also be close monitoring of the number of people in the college.



WHAT CAN YOU DO IN COLLEGE TO KEEP YOURSELF SAFE?

- ✓ Wash your hands regularly
- ✓ Keep tissues with you in case you needs to sneeze or cough
- ✓ Use your elbow to push open a door instead of your hand
- ✓ Walk or cycle to college and avoid public transport if at all possible
- ✓ Do not congregate in groups inside or outside of the college
- ✓ Only attend college for your timetabled sessions
- ✓ Keep moving, slowly and calmly, in and out of College, whilst maintaining social distancing

You will not need to wear a mask



WHAT SHOULD YOU DO IF YOU FEEL UNWELL?

- ✓ Follow government advice: www.gov.uk/coronavirus
- ✓ Only attend college if you are well enough
- ✓ Contact your teacher to let them know if you won't be coming in or accessing online materials that day
- ✓ Keep the college updated with your condition

PARENT INFORMATION



ADDITIONAL LEARNING SUPPORT CONTACTS

College Responsibility	Job Title	Name	Email	Other information
Croydon & Coulsdon	Head of Additional Learning Support	Iona Alberto	Iona.Alberto@croydon.ac.uk	
Croydon & Coulsdon	Senior Additional Learning Support Coordinator	Hannah Rice	Hannah.Rice@croydon.ac.uk	
Croydon & Coulsdon	Additional Learning Support Coordinator	Natalie Janali	Natalie.Janali@coulsdon.ac.uk	Responsible for students at Croydon with an EHCP and surname beginning N-Z and students at Coulsdon with an EHCP
Croydon	Additional Learning Support Coordinator	Stanka Petrova	Stanka.Petrova@croydon.ac.uk	Responsible for students at Croydon with an EHCP and surname beginning A-M

All students with an EHCP will also have a named Learning Support Practitioner as their main day-to-day contact. The Additional Learning Support Coordinator responsible for your child will be able to give you this information at the start of term.

HOW TO CHECK ON YOUR CHILD'S PROGRESS

How does my child/ward know if they are on track with their studies?

Students have access to a tracking system (Moodle) that details their attendance, their assignment marks and all the other information relating to their progress. They will also have access to the student portal “Proportal” and can share their details with you. This will have their current attendance and punctuality and achievement tracking.

Is there an opportunity for me to meet with his tutors through the year?

The year generally starts with a Parents Welcome Evening which will be online or virtual due to the current climate. We encourage parents to take the opportunity to meet the tutors and managers of the course your child/ward has chosen. There are regular parents' evenings which will give you the opportunity to keep up to speed on your child's progress and discuss how things are going.

What if my child/ward cannot keep up with their work?

Our student management system is designed to help students who are finding it difficult to meet our expectations. We provide support to ensure students achieve the best that they can but follow up promptly where we see issues with punctuality, classes, homework or behaviour. If informal measures have not been effective and there is a need to move to more formal process, you, as a parent or guardian, would be involved in each of the stages.

REVIEWS FOR LEARNERS WITH EHCPS

A dedicated Education, Health and Care Plan Coordinator will be responsible for the coordination of the annual reviews. They will gather all the information required for the meeting and invite all relevant professionals to attend.

There will be at least one annual review per academic year. Annual reviews may be scheduled throughout the academic year depending on the date of issue of the plan. As parents or carers for your young person it is of vital importance that you understand the process, contribute and attend the meeting so we will work with you to ensure this is possible.

In addition to the Annual Review, there will be termly reviews for all learners with EHCPS to ensure they are on track. These will be in collaboration with the academic team and the ALS team.

WHAT TO DO IF YOUR CHILD IS ILL

What if my child/ward is unavoidably absent from college?

Please call the absence hotline on 020 8256 4664 as soon as possible before 10am to let us know.

There are extra precautions being taken at the moment and Croydon College will continue to monitor the situation as well as adhering to government guidelines.

If your child/ward is displaying symptoms of Coronavirus:

- You should keep them at home and follow the current guidance.
- Please keep the college informed of this and provide us with updates where possible.

It is our aim to support you and to minimise the risks to your child/ward as we navigate this situation together.